

Opening and Saving Attachments with Window-Eyes

This How Do I Do That? Tutorial will demonstrate how to open and save file attachments in Microsoft Outlook with Window-Eyes. Accessing attachments is an essential email task for almost all students, professionals and home users. Please note that you should only open attachments from known senders and you should always avoid opening attachments that could potentially be malicious in nature. I am using a Windows 8.1 computer running Window-Eyes 8.4 and Office 2013 for this demonstration.

Microsoft Outlook is the active application and focus is in the Inbox's message list. As I navigate through the list of messages by pressing Down Arrow, Window-Eyes announce important details about the currently selected message including who the message is from, the subject of the message and the date and time it was received. Once I select a message that has one or more attachments, Window-Eyes will say the word attachment just before it announces who the message is from.

I will press Enter to open the selected message that has an attachment in a new window. After the message opened, Window-Eyes automatically began reading the message to me and I silenced speech by pressing Control.

Thanks to the Outlook Enhance app that is installed by default with Window-Eyes, I can press Control-Alt-A to display an easy to use dialog that contains a list of all the attachments for the currently opened message. Now that I have pressed Control-Alt-A, the Attachments dialog has opened and focus is in the list of attachments. The Attachments dialog also has an Open, Save As, Delete and Close button. Before you can open or save an attachment, you must first select the file from the list of attachments. If there is more than one attachment, use the Up and Down Arrow keys to navigate through the list and select the file you want to work with.

I will first demonstrate how to open the selected attachment which in this case is a Microsoft Word document. I will Tab to the Open button and activate it by pressing the Spacebar. After the document opened in Word, Window-Eyes announced the title of the document and indicated that the file is in Protected View. Protected View is enabled by default in Microsoft Office and is designed to protect you from email attachments that contain viruses. In order to read or edit a Microsoft Office document with Window-Eyes, you will need to turn off protected view. This can be done by pressing Alt-F to open the File tab, then tabbing to the Enable Editing button and activating the button by pressing Spacebar.

Next, I will demonstrate how to save an attachment to the Documents folder using the same Attachments dialog that I used to open an attachment. After closing Microsoft Word with Alt-F4 and returning to the Outlook opened message window using Alt-Tab, I will press Control-Alt-A to display the Attachments dialog. The first file is selected automatically, and I will now Tab to the Save As button and press Spacebar to activate it. The process of saving an attachment is very similar to saving other types of files.

The Save Attachment dialog is presented and I need to choose a location and name for the file. The default file name in the file name edit box is acceptable but I need to verify the save location and change it to Documents if necessary. This can be done in several different ways but I will use the address bar edit combo box because I find this technique to be simple and fast.

Press Alt-D to focus the address bar. Type the first few letters of Document. As I type, Windows displays a list of suggested locations in a drop down below the address bar and Window-Eyes reads the first suggestion and tells me the total number of suggestions. Press Down Arrow to move through the list of the suggestions until you find the location you are looking for. Once I hear the correct location announced, I can press Enter to select the suggestion and set it as the save location. Now that the Documents folder has been selected in the address bar, I can activate the Save button to complete the process. I could tab numerous times until I reach the Save button, but instead, I will use the Save button's keyboard shortcut, Alt-S, to activate it from this position in the dialog. I have now successfully opened and saved a file attachment in Microsoft Outlook using Window-Eyes.

Thanks for checking out this How Do I Do That? tutorial from GW Micro. If you have any technical questions about Window-Eyes, please contact our support team by email at support@gwmicro.com or by phone at 260-489-3671. You can learn more about Window-Eyes by visiting the GW Micro website at www.gwmicro.com.