

New to Window-Eyes: Transitioning from another Screen Reader

On January 14, 2014, GW Micro announced a new partnership with Microsoft and the global initiative making Window-Eyes available at no cost for users of Microsoft Office 2010 and newer. This special offer has encouraged many people to try out Window-Eyes and make the switch from other screen readers.

GW Micro conducted several free online trainings for customers transitioning from another screen reader to help reduce the learning curve associated with switching to Window-Eyes. The online trainings assumed that you already had existing basic screen reader knowledge.

This worksheet is a supplemental resource for the online trainings and includes important information for those who are new to Window-Eyes.

Learning Objectives

- Identify the differences between the retail version of Window-Eyes and the version of Window-Eyes available through the offer for users of Microsoft Office
- Identify the difference between Windows keyboard shortcuts and Window-Eyes hot keys
- Learn how to access and use the Window-Eyes Control Panel
- Learn how to how to adjust speech on the fly
- Learn how to install
- Learn how to use the Insert Key Layout
- Learn how to use the JAWS Quick Key app

Review Questions

1. The five differences between the retail version of Window-Eyes and the version of Window-Eyes available through the offer for users of Microsoft Office can be found on what webpage?

Answer: www.WindowEyesForOffice.com/FAQ

2. True or False: Windows hot keys can be used without any assistive technology running.

Answer: True

3. What keystroke can be used to access the Window-Eyes Control Panel?

Answer: Control-Backslash

4. What keys will allow you to adjust the volume, tone, pitch, or rate of a synthesizer in Window-Eyes?

Answer: Control-Alt-Left Arrow

5. What keys will allow you to adjust the screen, keyboard, or mouse voice of a synthesizer in Window-Eyes?

Answer: Control-Alt-Right Arrow

6. When in the Window-Eyes Control Panel, what hot key is used to access the apps menu?

Answer: Alt-A

7. What hot key is pressed to get a list of available apps?

Answer: Windows Key-G

8. What is the hot key to toggle the Insert Key Layout on or off?

Answer: Control-Alt-0

9. What hot key will toggle the JAWS Quick Key app on or off?

Answer: Insert-P