

Using Skype for Windows Desktop with Window-Eyes

Skype is a popular, free, and cross platform application that enables people to communicate and share information via the Internet. Skype's most popular features include voice and video calls, text chat and file sharing. This worksheet is a supplemental resource for the Skype training webinar and includes the learning objectives as well as several review questions that focus on tips and best practices when using Skype with the Window-Eyes screen reader.

Learning Objectives

- Review the Skype client download and installation steps
- Complete the Skype sign in process
- Identify the components of the Skype user interface
- Configure Skype options recommended for Window-Eyes users
- Practice opening and closing Skype
- Learn how to change Skype online status
- Find contacts and send a contact request
- Answer a call and place a call
- Understand the benefits of Skype Enhanced
- Send instant message and review conversation history
- Send a file and receive a file
- View and edit profile

Review Questions

1. What is the recommended version of Skype to use with Window-Eyes?

Answer: Skype for Windows desktop

2. What two pieces of information do you need to sign in to Skype?

Answer: Skype name and Skype password

3. True or False: You must sign in to Skype manually each time you use it.

Answer: False. Check the sign me in when Skype starts checkbox found on the sign in screen.

4. What are the five main areas of the Skype window?

Answer: Menu bar, Status bar, Skype toolbar, Contact list, Recent list

5. What window is displayed when you select a contact?

Answer: Conversation window

6. What are the two recommended options that should be checked in the Skype Options dialog and what setting should be selected under the View menu?

Answer: accessible mode and enable keyboard shortcuts, compact view

7. How can you quit Skype?

Answer: locate the Skype system tray icon, open the context menu and select quit

8. What are the five online status options and what menu can you find these options under?

Answer: Online, Away, Do Not Disturb, Invisible, Offline; Skype menu

9. What are the three ways you can search for contacts and what must happen before you can add someone as a contact in Skype?

Answer: Name, Skype name or email; contact request must be sent and accepted by recipient

10. True or False. Using Skype to call someone on their mobile phone or land line is free.

Answer: False. Only calls between Skype contacts via the Internet are free.

11. Once you select someone from your contact list, what keyboard shortcut can you use to call them?

Answer: Control-R

12. What is the keyboard shortcut to answer an incoming call?

Answer: Alt-Page Up

13. What is the keyboard shortcut used to hang up?

Answer: Alt-Page Down

14. What is the name of the factory installed app that is used to make Skype more usable with Window-Eyes?

Answer: Skype Enhanced

15. How do you instant message a selected contact?

Answer: Press Enter to open the conversation window, type your message in the conversation box and press Enter to send the message

16. What is the Skype Enhanced hot key to read the conversation history?

Answer: F11

17. What Skype Enhanced hot key speaks the most recent chat message in the conversation history?

Answer: F1

18. How can you display a comprehensive list of Skype tasks for a selected contact?

Answer: Open the context menu with the applications key or Shift-F10