

The Bulletin

Statewide Vision Resource Centre

Number 4

Friday 31st March 2006

This BUMPER issue was edited by Deb Lewis, Co-ordinator, Statewide Vision Resource Centre.

PD 2006

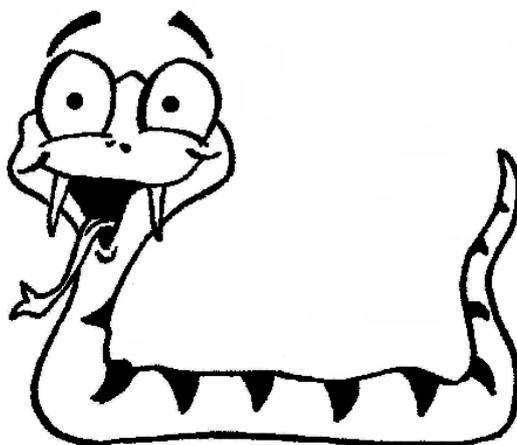
The SVRC PD program for term 2 appears below. For the complete list of activities for 2006 and where available downloadable programs, go to: <http://www.visiontech.svrc.vic.edu.au/pd2006.htm>

All activities offered by the SVRC are open to class and subject teachers, integration teachers and aides, careers teachers, therapists, parents VTs, students etc. Please register: tel (03) 9841 0242, fax (03) 9841 0878 or email svrc@svrc.vic.edu.au

Note: Assistive technology workshops will also be offered throughout the year!

Term	Event	Date
2	Educational Support for Students with Low Vision – Prep to Year 8 (Maximum participants – 80)	Wednesday 5 April
2	Educational Support for Students with Low Vision – Secondary Students (maximum participants – 60)	Friday 21 April
2	O&M Morning – Experiencing Vision Loss in the Community Phone Alicia Madden (03) 9854 4493	Thursday 4 May
2	Term 2 Visiting Teacher Professional Development Day	Tuesday 9 May
2	Educational Support for Vision Impaired Students with Additional Impairments (maximum participants – 60)	Monday 5 June

The Reptiles are Coming!!!



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Report on PD day – Educational Support for Blind Students

By Marion Blazé

This very busy day at the SVRC was attended by 8 teachers, 16 integration aides, 1 nanny, 10 VTs and the entire SVRC staff (35 visitors in total). Judging by the overall mood of the participants and comments on the ‘Participant evaluations’, it was a very successful event. Annette and Lea (Nagel) lead the group in some very insightful simulations and had them doing ‘normal’ classroom activities with a few additional challenges. We saw film of a brilliant blind adult reading braille, and a just-as-brilliant young primary school student demonstrating the technology he uses. Geoff regaled us with his wisdom and a few terrific cartoons on his PowerPoint and then Trevor Boyd wowed us with technology possibilities. It’s very gratifying when the evaluations say this was the best PD activity people have ever attended! (Or maybe our participants should get out more?!)

Thank you to all the presenters, the technological troubleshooters (Deb and Lea) and all our long-suffering production team who kept the food, drinks and air-conditioning going.

Driving Camp 2005

Here is part of a comprehensive article from year 10 student Andrew who attended Driving Camp late last year. The article appeared in the school newsletter.

Yeh, I thought it was pretty funny myself when I got my first note about the driving camp for the sight-impaired.

Last time I went which was 2 years ago, the cars were governed (which means they could only do 30km/h) but this time they weren’t and they could get up to speeds of 220km/h even though it said 240km/h. We weren’t allowed to go over 70km/h but I am sure everyone was happy with that.

One instructor spoke to the whole group and said that anyone caught going too fast deliberately would be kicked out of the car. If you didn’t read a road sign you would have to get out of the car and hug it. This is a bit unfortunate when you can’t see the road signs...

The driving instructor took us for a spin first just so we could get the feel of our surroundings. We each had half hour turns just driving around and attempting some challenges that the instructor had set for us eg hill starts, 3 point turns, angle parking, u-turns, left and right hand turns and reversing. Driving is a serious business but we couldn’t get our heads around the serious part instead we got our heads around the fun and enjoyment parts. When I was angle parking I went over the curb and I put my foot down on the accelerator by accident and we shot forward. We stopped suddenly because the instructor pressed the “kill switch”. One of my friends who was driving the white car needed to feel for all the controls around the car. He managed to put his windscreen wipers on, open the boot, the petrol tank and put the radio on, all while he was driving along...

Our driving instructor Bernadette, told us that we were the “best group” she had ever had...

I can guarantee that if you asked anyone that went to this driving camp to give it a score out of ten, they’d give it 10 or even higher. We all had an AWESOME TIME and can’t wait till next year.



Left:

Yep! That’s one of the students driving that car!

***NEW SPEVI Website

The SPEVI website team comprising Tom McMahon, Mike Corrigan, Pat Thomson, Brian Conway, Leanne Smith, Tricia d'Apice and Sandie Mackevicius are pleased to announce the launch of Stage 1 of the South Pacific Educators in Vision Impairment (SPEVI) website.

You can find it at: <http://www.e-bility.com/spevi>.

They hope that you will find it easy to navigate, informative and reflective of your interests.

SPEVI members are now invited to sign up for the list serve: your membership will be verified by the moderator and then you will be accepted. Go to "Join SPEVI" page, and follow instructions. It may take a few days at present to have your request accepted. Members are entitled to one email address, and may nominate either work or home.

The website team look forward to your comments, feedback and suggestions about the website – contact:

Tricia d'Apice triciadapice@gmail.com or

Sandie Mackevicius sandie.mackevicius@visionaustralia.org

SPEVI acts as the professional body in matters pertaining to the education of people with vision impairments within the South Pacific region.

The web site provides information about SPEVI and membership services and is also being developed as a resource for anyone interested in vision impairment or who has a friend or relative with vision impairment. You'll find a growing collection of links to information and support in areas such as: recreation, Australian and international blindness organisations, equipment and software developers, career information and vocational education resources.

Stage 2 will include more exciting things and we welcome link suggestions and resources. Please let us know if you have any favourite vision related web sites for the links directory which is being compiled.

When collecting links for yourself, you might also like to check out these on e-Bility which is the host site for organisations such as ARATA, Round Table and SPEVI. E-Bility's pages also include a number of cross links to the new SPEVI site. You might like to check out:

<http://www.e-bility.com/links/vip.php>

[http://www.e-](http://www.e-bility.com/links/etexts.php)

[bility.com/links/etexts.php](http://www.e-bility.com/links/etexts.php)

[http://www.e-](http://www.e-bility.com/links/games.php)

[bility.com/links/games.php](http://www.e-bility.com/links/games.php)



Web Site Full of MP3 Files

Source: Australian BrailleNote Update March 2006

As you know, the BrailleNote family can play MP3 files through the media player. I came across this message on a discussion list and thought I would pass it on for your interest. I've visited the site mentioned, downloaded a few files to the BN and it is very KeyWeb and BN friendly and there are some fun or interesting files to listen to.

In the words of Jeff Chapman:

“another fantastically interesting site which is very groovy, which ... has just heaps and heaps of audio podcasts on it, which is just another fancy term for audio downloads you can do manually, without needing a special podcast program like juice receiver, you can just click on the mp3 links on this site and they'll download just fine to your 'puter like any normal audio files, covering a whole range of issues and 'blind life' experiences, from people's weddings, to vip music talent, to tech reviews of gadgets and software coming out your ears, to what walks home sound like in other countries, to parades, ... a simply amazing audio coverage of vips and their worlds.”

Go to: <http://www.blindcooltech.com>

Open Day at Guide Dogs Victoria

International Guide Dog Day will be celebrated on Wednesday 26 April 2006. International Guide Dog Day not only recognises the importance of Guide Dogs, but also helps promote greater awareness about vision impairment and Guide Dog access in the community.

Guide Dogs Victoria will also be holding its famous Open Day on Sunday, 30 April at the Kew campus from 11am - 4pm. Offering a day of family fun, you can see how Guide Dogs are bred and trained as well as enjoy live entertainment, gorgeous puppies and working dog demonstrations, food stalls, doggie products and more!

For more information go to: <http://www.guidedogsvictoria.com.au>



Computer Tips & Strategies

Eastern Region VTs Helen Caldwell and Lea Nagel have been at it again – with some handy cheat sheets and suggestions for students with vision impairments. Attached to the print copy of The Bulletin are:

- Setting Up The Computer For Students With Vision impairments by Lea Nagel
- Adobe Acrobat Commands by Helen Caldwell

And stay posted for Lea's next offering – the braille music cheat sheet!!!

Cataract Support Group



The Cataract Support Group offers support to families who have a child with cataracts. The Cataract Support Group offers:

- emotional support – face-to-face, phone, or e-mail contact with other families experiencing the same situation
- practical advice on inserting & removing contact lenses, patching, minimising glare, etc.
- guest speakers
- information about other support services

If you are interested in being part of this support group, please contact: Debbie Deshayes 9572 4727 or engzea@goconnect.net

Students with Disabilities Handbook 2007

Source: S089-2006 – Program for Students with Disabilities 2007 Handbook, including the Language Support Program from John Allman, Acting Deputy Secretary, Office of School Education

The Department is committed to delivering an inclusive education system which ensures that all students have access to a quality education to meet their diverse needs.

Two vital components of this commitment are the following programs: the Program for Students with Disabilities and the Language Support Program. Both provide a range of supports and initiatives to assist government school students with additional learning needs, including those students with disabilities.

The Program for Students with Disabilities 2007 Handbook provides essential information on the program for teachers, school leaders and parents, including:

- information on how to make an application (including required documentation)
- essential timelines for the application process
- support materials and templates
- information on the Program Support Group
- information regarding the Language Support Program
- key contact numbers and websites.

In addition, the 2007 Handbook has been revised to clarify the application process and the timelines for the submission of applications.

An electronic version of the Handbook will be available on the Student Wellbeing Website:

<http://www.sofweb.vic.edu.au/wellbeing/disabil/index.htm>

A hard copy of the Handbook will then be distributed to every school in the week beginning 17 April 2006.

For further information please contact your Regional Officer:

Barwon South Western	taylor.andrew.m@edumail.vic.gov.au	(03) 5272 8300
Grampians	carrington.laura.l@edumail.vic.gov.au	(03) 5337 8444
Loddon Mallee	tingay.elaine.m@edumail.vic.gov.au	(03) 5440 3111
Hume	fletcher.wendy.a@edumail.vic.gov.au	(03) 5761 2100
Gippsland	stuart.nicola.s@edumail.vic.gov.au	(03)5127 0400
	fearnley.ann.a@edumail.vic.gov.au	
	coffey.sue.s@edumail.vic.gov.au	
Eastern Metropolitan	mckeown.marilyn.a@edumail.vic.gov.au	(03) 9881 0200
Western Metropolitan	maguire.judy.m@edumail.vic.gov.au	(03) 9291 6500
	baker.judith.j@edumail.vic.gov.au	
Southern Metropolitan	flight.joanne.e@edumail.vic.gov.au	(03) 9794 3555
Northern Metropolitan	jones.alison.g@edumail.vic.gov.au	(03) 9488 9488

United States Association of Blind Athletes 2006 National Sports Festival & Championships

When: 1-6 August 2006

Where: Colorado Springs, Colorado

The United States Association of Blind Athletes host the 2006 National Sports Festival and Championships in Colorado Springs, Colorado. Athletes 8-years-old to masters will have the opportunity to learn and refine their skills in various sports clinics taught by USABA national coaches. Following the Sports Festival, athletes will also have the opportunity to participate in the Rocky Mountain State Games. The Rocky Mountain State Games offer 29 different sports with over 6,000 participants from all over the state of Colorado. For more information contact Angie Murphy – media@usaba.org

New Braille Keyboard for PCs

Source: Article by Peter Verhoeven via the Ozbrl listserv

Researchers from the Universitat Autònoma de Barcelona and the Organización Nacional de Ciegos Españoles ONCE have developed a braille keyboard for PCs that has some unique features. The keyboard provides more applications for blind people and is particularly useful for scientific texts and musical scores.

The new keyboard, which connects to the PC through the USB port, will make using a computer much easier for blind people who are accustomed to using braille typewriters, since this is the first braille keyboard to combine the function and movement keys of a conventional keyboard with eight braille keys that allow the user to write in any language. Users can also select between a cumulative and a corrective writing mode. In the cumulative mode, the dots of a braille symbol are indicated by pressing the keys one after another; in the corrective mode, this is done by pressing the necessary keys simultaneously.

The keyboard also provides the possibility to update its features as upgrades to the firmware (internal programmes that control the features) are developed in the future.

This new computer keyboard gives blind people enormous possibilities for working with mathematical formulae and screewriter programmes. Until now, assistance was required from a sighted person for this kind of task.

The project, which began in March 2004 at the proposal of ONCE, was coordinated by the UAB Department of Microelectronics and Electronic Systems researcher Jordi Roig, who has been visually impaired for three years and is a member of ONCE. Teachers from the UAB School of Engineering and the UAB School of Computer Science in Sabadell participated in the research. The group is currently working on other projects that will enable blind people to work autonomously with technological applications. These projects include developing an automatic conversion tool for websites that are not currently accessible to blind people and creating a touchable screen that raises the information so that it can be felt.

Source: [Technologynewsdaily.com](http://technologynewsdaily.com)

<http://magnifiers.org/news.php?action=fullnews&id=151>

JVIB – March 2006

The March 2006 issue of the Journal of Visual Impairment & Blindness (JVIB) is now available. Articles include:

- Trends in Braille and Large-print Production in the United States: 2000-2004 by Robert Wall Emerson, Anne Corn, and Mary Ann Siller
- The Psychosocial Experiences of a Student with Low Vision by Anne L. George and Cheryl Duquette
- Research Reports The Reading Behavior Inventory: An Outcome Assessment Tool by Gregory L. Goodrich, Jennine Kirby, Jennifer Wood, and Laura Peters
- A Social Validation Assessment of Cooperative versus Individual Task Engagement of Persons with Multiple Disabilities by Giulio E. Lancioni, Mark F. O'Reilly, Nirbhay N. Singh, Sara Pidala, Giorgia Piazzolla, Doretta Oliva, and Jop Groeneweg
- Usability of AcceSS for Web Site Accessibility by Stephanie Hackett and Bambang Parmanto



Round Table Conference 2006

What: Round Table on Information Access for People with Print Disabilities Inc. Conference

When: 20-23 May 2006

Where: Pacific International 570 Queen Street Brisbane

Theme: Realizing the Vision for Accessible Information: The Way Forward

Keynote Speaker: George Kerscher, Senior Officer of Accessible Information, RFB&D and Secretary-General, DAISY Consortium

The aim of Round Table is to facilitate and influence the production and use of quality alternative formats for people with print disabilities. Technological change has created opportunities for continuing innovation and inclusive practice. The Round Table Conference will highlight these opportunities, celebrate achievements and seek to maintain momentum to realise an inclusive information environment.

This conference is for producers and users of alternative information. There will be workshops for participants to share strategies, exchange ideas, encourage peer support networks and showcase best practice through paper presentations, panel discussions, workshops, question times and plenary sessions.

The Conference will be inclusive and provide benefits to all sectors, including librarians, educators, service providers, community groups and agencies.

The conference will include:

- An optometrist's perspective – enhancing print and reading skills
- Presentations and a panel discussion on copyright issues
- Australian Braille Authority Meeting
- Presentations from HREOC, FACS and BCA
- National Library of Australia Update
- Digital initiatives and Future Directions – Vision Australia
- Accessible Real-Time information: sound and web applications for travel
- Radio Services for the Future
- “Zoo Talk” Accessible information in cultural environments
- Technology and Ethics

For more information contact Tammy Axelsen, Round Table Administration Assistant

Phone: (03) 6265 1519

Email: RoundtableAdmn@bigpond.com

Round Table Website: <http://e-bility.com/roundtable>

A full conference programme and registration pack is now available on the Round Table Web site.



Renwick Courses

The Renwick Centre offers a continuing professional education program of activities in the areas of area of vision and hearing impairment and sensory and multiple disability. For example:

Communication Strategies for Students with Sensory and Multiple Disabilities

When: Monday 3 - Tuesday 4 July 2006 (2 day seminar)

A two day workshop to provide participants with the knowledge and skills that will enable them to define communication in most comprehensive terms and understand its basic and essential components.



Where: Renwick Centre, Royal Institute for Deaf and Blind Children, 361-365 North Rocks Road, North Rocks NSW

For the full year calendar of events go to:

http://www.ridbc.org.au/renwick/courses/continuing_calendar.asp

For more information: tel/TTY (02) 9872 0207 or fax: (02) 9873 1614 email:

Sharon.Lachmund@ridbc.org.au or Tina.Tasioulas@ridbc.org.au

Vision Australia College: Study Group 2006

Where: Vision Australia, 201 High Street, Prahran.

For all current and prospective blind or vision impaired tertiary students:

- Feel more confident about your studies.
- Gain a better understanding of the tertiary education environment.
- Learn about on and off-campus services.
- Meet other students who are blind or vision impaired.
- Develop a range of effective study skills.

Seminar Timetable

Date	Time	Topic
Wed 19 Apr	1:30 – 4pm	On line Research skills and writing for Academic Purposes
Wed 17 May	1:30 – 4pm	Exam Preparation
Wed 21 Jun	1:30 – 4pm	Note Taking and Referencing Tips
Wed 19 Jul	1:30 – 4pm	Course and Career Identification
Wed 16 Aug	1:30 – 4pm	VTAC and direct course application processes
Wed 20 Sep	1:30 – 4pm	Exam preparation and study strategies
Wed 18 Oct	1:30 – 4pm	Methods for reading using alternative formats
Wed 20 Dec	1:30 – 4pm	Where to from here? Transitioning beyond school and tertiary studies toward employment.

For further information contact: Renee Williamson, Tertiary Education Consultant

Tel (03) 9520 5555 or email renee.williamson@rvib.org.au

Analysis and Assessment of Writing

'Practical Professional Development' is offering a day with David Hornsby and Debbie Sukarna.

When: Saturday 8th April 2006

Presenters:

David Hornsby is working as a curriculum consultant in schools and at La Trobe University. He was with the Ministry of Education for 28 years and taught every year level. David has completed many lecture tours of the US and the UK. He has also worked with teachers in Indonesia, New Zealand and Singapore. He has written or co-authored many popular teacher reference books.

Debbie Sukarna is currently Head of Buckley House (Ivanhoe Grammar). She has been a leading educator for 26 years and has presented professional development programs for State, Catholic and Independent schools. She has worked in the United States and was principal of a bilingual Balinese community school. She has co-authored a number of books on literacy education.

Cost: \$140

Future workshops include:

20 May	Developing an effective reading program
5 Aug	Text response
19 Aug	Developing an effective spelling program
2 Sept	Analysis and assessment of spelling

For more information contact Paula Welham tel/fax 9499 2065

Sports Come N Try Day

Blind Sports Victoria and Vision Australia Ltd invite you to a Come N Try Day!!!

Where: Day Centre, 454 Glenferrie Road, Kooyong 3144

When: Friday 28th April 10 am to 1 pm

If you, a friend, a member of your family or a student has a vision impairment and you would like to discover more or try a variety of sporting activities, then this day is highly recommended!

Contact Hazel Hockley on 0412 224242 or

nuttyhazel@optusnet.com.au



Shut the Box

Review by Lyn Robinson

This is a simple game using the numbers 1 to 9, two die and a wooden box. The numbers are brailled on wooden tiles which are attached to the box using a metal rod. The wooden tiles lie in a horizontal row from 1 to 9 across the top of the box. To begin a player rolls the die if a 3 and a 2 are rolled they can turn down the 3 and the 2 on the wooden tiles or a 5. The same player then rolls again. The game continues until no tiles can be flipped down. The score of the remaining tiles is totalled and the next player begins. The player with the lowest score wins.

Shut the Box can be purchased via the internet – use the search facility on these sites to locate

RNIB: <http://onlineshop.mib.org.uk>

Cabin Fever Games: <http://www.cabinfever.org>

Or search Ebay!!!: <http://www.ebay.com.au>

National Albinism Conference

Information provided by Nigel Moyle of Albinism Fellowship of Australia

When: August 25, 26 & 27

Where: Sydney

Venue: The "Y" Hotel (Hyde Park)

If you have Albinism, or are a parent of a child with Albinism and are interested in maybe learning more about Albinism or even sharing your experiences and getting to meet other people with Albinism then you are welcome to attend this Conference.

An agenda is yet to be finalised but we will be having presentations on school bullying, vision impaired learning, genetics to name but a few, and of course there will be lots of people time so we can all interact and share ideas & experiences in a family environment.

Anyone interested in attending or obtaining more information should contact Nigel on (03) 54 822 503 (between 5pm & 9 pm please).

If anyone has any suggestions for topics that they want addressed or discussed please let him know. For a more detailed program check out our website <http://www.albinismaustralia.org> – it's updated weekly.



Education Week 2006 – The Reptiles are Coming!!!

May 8 – 14

The theme for Education Week this year is 'Bringing Learning to Life' and one of the suggested activities for schools is a science day.

So here at the SVRC we are planning a science activity full of life for our VI students. The Roaming Reptiles are coming!!! Participants in this special event will be able to handle live turtles, lizards, snakes and crocodiles. Then it will be onto the bus with the Guide Dogs Children's Services personnel to have an orientation and mobility session at Melbourne Zoo.

Numbers will be strictly limited for both the morning with the reptiles and the O & M session, so get your names in fast.

The activity will be on **Friday, May 12**. The reptiles will be here from 10.00 to 11.00am and then students will head off with the Guide Dogs people at 11.30. (BYO lunch). Pick up will be either from the Zoo at 3.30 or from the SVRC at 4.30. If accompanying adults wish to join in the Zoo activity, they will require their own transport.

The cost is free and more information will definitely follow.



Space Camp 2006

Still spaces for Space Camp 2006 wannabees!!! Contact Jeni Blake 0428 134660 or Deb Lewis 9841 0242 if you are thinking about coming!!!

Volunteer Readers for SVRC

Can you spare a couple of hours a week on a voluntary basis at the Statewide Vision Resource Centre in Donvale? Do you love reading? Would you like to join a friendly and committed team? Would you like to contribute to the growing collection of audio resources for students with vision impairments? Then YOU are the person we are looking for!!!

We have a selection of interesting novels and text books that are required by students with vision impairments for their studies this year in audio format.

Please call Lyn Robinson on 9841 0242 and we hope to see you soon!

Positions Vacant

Eastern region VT Tracey Lancaster will be out of action for 6 weeks this term creating an immediate vacancy for someone with special education qualifications and experience in the field of vision impairment. Please contact Lea Nagel immediately on 0403 237306 if you can help out!

Brailling Aide Available

Deborah Nicholson is an integration aide who has braille skills and 10 years experience supporting braille students. Deborah who lives in the Knoxfield area is available for work – either casual, part time or full time. Please phone her on (03) 9753 3121.

Finally

Thanks to Allan Bates, Maria Elford, Marion Blazé, Melissa Howe, Mike Steer, Ramona Mandy, Rachel Morgan and Tina Tasioulas for contributing to this edition of The Bulletin. Thanks also to my fabulous proof-readers, stuffers and mailers.

If you have something you would like included in 'The Bulletin', please contact:

Deb Lewis (who can be emailed at deblewis@svrc.vic.edu.au).

Computer Setup for Students with Vision Impairments

The computer screen for a student with vision impairment needs to be set up with the least amount of visual clutter and the maximum font size without loss of workspace. In Microsoft Word follow the steps below to achieve this for your student:

Reduce unnecessary menus

Your student should be using key commands instead of clicking on icons for as many functions as possible.

Click on this with the mouse	OR: use key commands (preferred!!)
Tools	Alt, then T
Customise ...	C
Toolbars	Tab until one of Toolbars/Commands/Options are selected, R arrow to scroll across them to Toolbars, Tab in to the menu options
Uncheck (untick) all check boxes	Down arrow to scroll down list, space to uncheck/check
Close	Tab to close button, Enter

Maximise the use of your screen size

Make the page as wide as possible on the computer screen. Eliminate unused grey space at the sides of the page.

View	Alt, then V
Zoom	Z
Page (OR Text)	P (OR T) - try both then decide which is preferred
OK	Enter

Font

Choose a font and size that is easy for your student to read. The student will need to make the decision after viewing several fonts and sizes. I recommend that they try Tahoma, Comic Sans MS and Arial in different sizes. They are all "sans serif" which means without the curly fancy bits - plain and simple.

Format → Font ...	Control + D
Scroll and click on fonts	Type the name of the font
Scroll and click on sizes	Tab twice, type the number for the preferred size
OK	Enter

The above are the minimum changes I would recommend. For students with further difficulty viewing the computer screen, try the following:

Windows High Contrast

Change the settings of the computer so that the background is black and the print or graphics are white.

Start	Alt + Shift + Print Screen then Enter
Control Panel	
Accessibility Options	
Display	
Tick High Contrast	
OK	

BE PATIENT while this is setting up. It can take more than 20 seconds.

To undo, go back and untick high contrast, or better still, press Alt + Shift + Print Screen again. No need to press Enter this time.

Other students prefer a range of colours. To find them, once you've ticked High Contrast, click on the Settings button and use the drop down menu to see colour options.

Magnifier

Arrange the magnifier as a panel across the top of the screen. Wherever the mouse points, the surrounding screen area will appear enlarged in the magnifier panel. You can change the settings so that the panel follows the keyboard focus as well.

Start	Windows key or Control + Esc
All Programs	P, repeat P until All Programs is selected, Enter
Accessories	A
Accessibility	Right Arrow, Right Arrow
Magnifier	M

Now the magnifier program will be loaded in your system tray, you can open its dialogue box by clicking on it at the bottom of the screen, or (preferred) by holding Alt and tapping Tab until Magnifier Settings appears, then letting go of Alt. You can change the magnification level in this dialogue box, then minimise the dialogue box (Alt + Space, then N). Move the magnifier panel around the screen by clicking and dragging it. Shrink or enlarge it by dragging the edge of the panel with your mouse. Turn the magnifier off by opening the magnifier dialogue box and clicking close, or Alt + F4.

Startup Task Pane

If your computer is opening a startup task pane whenever you open a new Word document, you can disable this function in the following way:

Tools	Alt, then T
Options	O
View	Shift + Tab once then Right Left or up arrows until View is selected then enter
Uncheck "Startup Task Pane"	Tab to this box then press space bar to uncheck
OK	Tab to OK then enter

While you are in the View menu, you may like to uncheck other options for example screen tips and smart tags.

Leanne Nagel 2006

Adobe Acrobat Key Commands

Selecting Tools

Hand Tool (movement with mouse)	H
Text select tool	V
Text Select/column select	Shift + V
Graphics select tool	G

Moving through a document

Previous screen	Page up
Next screen	Page down
1 st page	Home
Last page	End
Previous page	← (left arrow)
Next page	→ (right arrow)
Scroll up	↑ (up arrow)
Scroll down	↓ (down arrow)
Go to page	Ctrl + N
Zoom in	Ctrl + +
Zoom out	Ctrl + -
Zoom to (?%)	Ctrl + M

Navigating within Acrobat Reader

Show/hide full screen	Ctrl + L
Show/hide thumbnails	F4
Show/hide bookmarks (if created in the PDF file)	F5
Show/hide toolbars	F8
Show/hide menu bars	F9

Searching

Find	Ctrl + F
Find again	F3

Read Out Loud (if available)

Read page	Shift + Ctrl + V
Read to end	Shift + Ctrl + B
Pause	Shift + Ctrl + C
Stop	Shift + Ctrl + E

Difficulty Using Key Commands in Adobe to Read E Text?

Try this: Edit > Preferences > Categories > General then Check "Use single key accelerators to access tools."

Helen Caldwell, 2006