

Dolphin Guide: Short Cuts for Blind Users

To Make a New Folder in Dolphin Guide

2: Letters and documents

3: Find a saved letter or document

Down arrow to Show Folders and Advanced Options

Enter

Ctrl + End to go to end of list

Up arrow to: Create New Folder

Enter

Type name of new folder

Enter

To Save to a Folder in Dolphin Guide

2: Letters and Documents

2: Write New Document

Complete your document

Escape

4: Advanced save

Save document as (Name your document)

Escape

Use up/down arrows or first letter to find folder

Select folder for example: Literacy

Enter to confirm folder selection

1: Normal guide to save as Dolphin Guide document

OR

2: Convert to MS Word as required

To Open a Document from a Folder in Dolphin Guide

2: Letters and Documents

3: Find a Saved Document

Down arrow to Show Folders and Advanced Options

Use up/down arrows or first letter to find folder

Enter

Use up/down arrows or first letter to find file

Enter

To Import a File to Dolphin Guide from USB/MSWord

Insert USB

Main Menu

9: More Menu Options

5: File Manager YOU GET A WARNING TO PROCEED WITH CAUTION

5: Import Files

CTRL + end

Up arrow to Go to My Drives List

Down arrow to E Drive Removable Drive

Down arrow to select document from E drive

Enter

Down arrow to Go to My Documents

Select folder

Enter

Enter to confirm destination folder

You should hear confirmation that document has been successfully imported.

To Import from Dolphin Guide to USB/MSWord

Insert USB

2: Letters and documents

3: Find saved letter or document

Down arrow to Show Folders and Advanced Options

Use up/down arrows or first letter to find folder

Enter

Use up/down arrows or first letter to find file

Enter to open document

Escape

4: Advanced Save

Save document as

Escape

CTRL + End

Up arrow to Go to My Drives List

Select E drive

Enter

2: Convert to MSWord

Saved successfully

To Save a Document to My Documents (not in a folder) in Dolphin Guide

2: Letters & documents

2: Write a new document

Type your document

Press escape when finished

3: Save

Enter

Type name of document

Escape

Saved successfully

To Open Saved Document (NOT SAVED IN A FOLDER)

2: Letters & Documents

3: Find a saved Letter or Document

Saved letters & documents menu

Up/Down arrows to find document

Enter

To Delete a Document

2: Letters & Documents

3: Find a saved Letter or Document

Use up and down arrows to find document

Delete

Enter

1: Are you sure

Enter

Successfully sent to Guide Recycle Bin

To Delete a Folder

Note: FOLDER MUST BE EMPTY BEFORE IT CAN BE DELETED

9: More options

5: File Manager. You get a message: Warning, proceed to caution.

3: Delete files and folders

Use up and down arrows to select folder

Enter

CTRL + A to select all the documents

Delete

1: Are you sure?

Go to My Documents

Use up and down arrows to select folder

Delete

1: Are you sure?

Enter

Folder successfully sent to Guide Recycle Bin

- Prepared by Helen Caldwell, Visiting Teacher, November 2012