



EATT

Equal Access to Technology Training

# **Introductory IT Course**

ZoomText®

Student's Book - Part 1

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## To the student

Welcome to this Introductory IT Course.

We hope that after taking this course you will have a greater understanding of what people with vision impairments can achieve using a PC and that you will have learnt some basic IT skills.

The course aims to make you more familiar with the PC as an everyday tool that allows you to perform a wide range of tasks, such as writing documents, sending e-mails, or finding information on the Internet.

## Course structure

This course is comprised of a series of short sessions on a range of subjects. Each session includes a list of frequently asked questions (FAQs) and a number of mini-exercises.

Try to find time to practise the exercises between sessions, either at home or at the training centre. Make sure that your home computer has the same keyboard layout and overall configuration as the one you use in class.

The course is divided into two parts.

### Part 1

The first part aims to show you the basics of what you can do with a PC. You will see how it's possible to write letters or send e-mails even if you have low vision.

You will be introduced to assistive software, that is, software designed to improve the functional capabilities of people with disabilities. This course is based on one such program, ZoomText, which magnifies the text and images that you can see on your computer screen.

### Part 2

This is a more thorough investigation of ZoomText and the PC in general. You will learn how to open and close programs, save

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and open files, create documents and e-mails and surf the World Wide Web.

The aim of Part 2 is to get you to a point where you can use ZoomText to work on your own, and to qualify you for further IT training.

### **A word of encouragement**

Lots of vision impaired people use computers for reading and writing. Even though it may seem hard to learn, most people agree that it was worth the effort.

Be patient, have confidence in yourself, and, most of all, have fun!

## Session 1

In this session we will cover the following topics:

- PC hardware, including the keyboard
- Windows, ZoomText and other important software
- Turning the computer on and off

### PC basics

PC is short for **personal computer**.

The components of a PC can be divided into two broad categories:

- hardware - the computer's physical components
- software - the electronic data, or code, that runs on the computer

### Key hardware components

Some of the computer's most important hardware components include the following.

#### The system unit

The system unit is a case or cabinet that contains all the components that make your computer work. It normally sits on a desk or on the floor.

Some of the key components contained in the system unit are

- the **hard disk** - a magnetic disk where all the programs and data that you are working on are stored
- the **processor** - the brains of the computer, where most calculations take place
- the **sound card** - the component that enables your PC to manipulate and output sound

## The monitor

This is where the programs and your work are displayed on-screen.

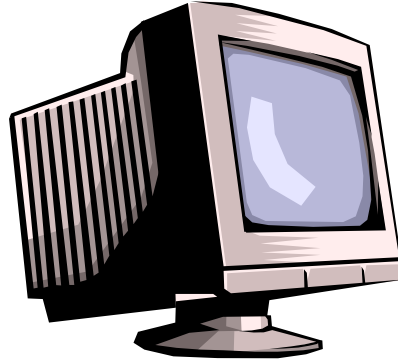


Figure 1: The Monitor

## The keyboard

The keyboard is an essential part of your computer. It is the mechanism by which you tell the computer what to do by pressing individual keys or combinations of keys



Figure 2: The keyboard

The keyboard is divided into five main sections:

- **main typewriter keyboard**, comprising all the letters of the alphabet, numbers, and punctuation symbols
- **numeric keypad**, situated in the right of the keyboard, it contains the numbers 0 to 9 and some other symbols.
- **Arrow keys**, situated next to the right **Ctrl** key. It comprises the up, down, right, and **left arrow** keys.

- **Six Pack**, situated above the arrow keys. It comprises the **Insert, Delete, Home, End, Page Up, and Page Down** keys.
- **Function keys** (F1 - F12), located in a row across the top of the keyboard, they perform different functions in different programs

### List of keys

Here is a list of the most important keys:

- **Spacebar** - The largest key in the bottom row of the main keyboard. It is used to separate letters and words while writing text.
- **Alt** - Located on the left of the spacebar. You use it in combination with other keys to enter commands in different programs.
- **Windows logo key** - Located between the **Ctrl** and **Alt** keys on the left of the spacebar, and sometimes also to the right of **Alt Gr**. It displays the Windows Start menu and can be combined with other key presses to perform tasks specific to Microsoft Windows.
- **Shift** - The two **Shift** keys, one on the far left, the other on the far right of the main keyboard, allow you to type letters in upper case, and to type some of the other symbols associated with particular keys. The **Shift** key can also be used in conjunction with other keys for entering commands.
- **Ctrl** - The two **Ctrl** keys, one on the far left, the other on the far right of the bottom row of the main keyboard, are used in conjunction with other keys for entering commands.
- **Alt Gr** - Situated on the right of the spacebar. You use it in conjunction with other keys for entering special characters or commands.
- **Context menu key** - Located on the right, between **Ctrl** and the right **Windows logo key**. This is the keyboard equivalent of right-clicking with your mouse. It provides a menu of choices for the item currently selected on-screen.

- **Caps Lock** - Located above the left **Shift** key. When Caps Lock is turned on, all the letters you type will appear in upper case.
- **Tab** - Situated above the **Caps Lock** key. It is used for navigating between options in dialog boxes, and for vertically aligning text in a document in word processing programs.
- **Esc** - Located in the upper left corner. Enables you to close a menu or dialog box without making any selections.
- **Enter** - Placed above the right **Shift** key. Used for making new paragraphs in text, and for entering commands to the machine.
- **Backspace** - Located above the **Enter** key. Deletes the character to the left of the text cursor.

## The mouse

The mouse is a pointer device for marking and selecting on-screen items. As you move the mouse across a flat surface, an on-screen arrow, known as a cursor, follows its movements.

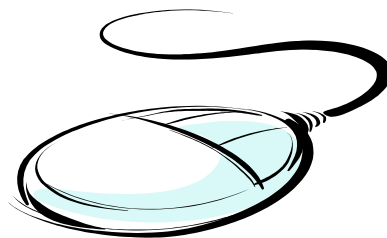


Figure 3: The mouse

There are usually two buttons on the top of the mouse. You use these to make selections on-screen. This is known as "clicking".

Sometimes a mouse may include a scroll wheel between the two buttons. You can use this to scroll up and down in a window.

When moving the mouse, make small, gentle movements until you get used to it.

## Cursor types

When you move the mouse a cursor moves around on-screen. Sometimes it shaped like an arrow. You use this cursor to click and select on-screen options. When you're typing text on-screen, the cursor looks like a vertical bar. This is known as the "text cursor".

## Clicking, double clicking and right clicking

There are three different ways of clicking the buttons on the mouse:

- "click" means click the left button once
- "double-click" means click the left button twice in quick succession
- "right-click" means click the right button once. Right-clicking an item on-screen usually displays a context-sensitive menu for that item

## Using the mouse with the left hand

If you are left-handed, place the mouse on the left of the keyboard, if you are right-handed place it on the right.

This course assumes the normal mouse configuration whereby the left button clicks and selects while the right button displays a context-sensitive menu.

If you are left-handed, you can reverse the mouse buttons if you wish. Ask your teacher to help.

## Mouse versus keyboard

Some people find it hard to navigate the screen using a cursor. If you are in this position, you can use keyboard shortcuts to perform all the actions that can be done with a mouse.

## Other devices

A **printer** is a machine connected to the PC for printing documents.



Figure 4: A printer

If you want to be able to listen to music and other sounds from your PC you need to have **speakers**. Alternatively, you can use **headphones** to avoid disturbing other people in the same room. Some low vision people use the speakers so that they can hear a screen-reader, which tells them what is happening on-screen.

A **scanner** is a device that can copy images or text into your computer so that they can be stored in electronic format.

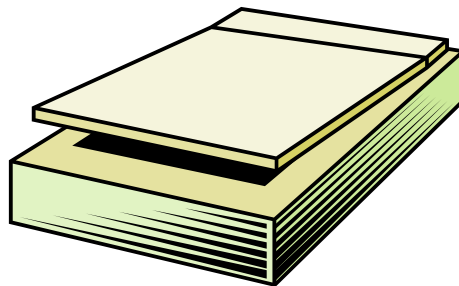


Figure 5: A scanner

## Key software components

Software refers to the electronic data that is stored on your computer. Some of the software programs that you will need to use are listed below.

### ZoomText

ZoomText is a magnifying program. You can use it to magnify all the text and images on your computer screen. It also contains a number of other tools that can help people with vision impairments use a computer. We will demonstrate some of these in Part 2 of the course.

## Windows

Microsoft Windows is the most important program on your computer. It is your computer's **operating system**, a special program that controls how the hardware and software interact with each other, with other devices, and with you, the user.

When you turn on your computer, the first program that runs is Windows.

## The desktop

When the PC starts up the first thing to appear on screen is normally the Windows desktop. Compare it to a real desktop where the tools you need often are used. Here you can add shortcuts to programs and files that you use frequently.

## The Start menu

The Windows Start menu is activated by clicking the **Start** button in the bottom left corner of the screen.

From the Start menu you can

- launch programs
- shut down the computer
- launch Windows Help

## The taskbar

The Windows taskbar is normally located along the bottom of screen. It tells you what programs are currently running.

## Try this

- 1) Start the computer.
- 2) Scroll the desktop by moving the mouse.
- 3) Find the four corners of the screen. Notice where the Start button is and where the clock is.
- 4) Place the cursor over the **Start** button.

- 5) Click once with the mouse. The Start menu opens.
- 6) Click the **Start** button again. The Start menu closes.
- 7) Press the **Windows logo** key. The start menu opens.
- 8) Press **Esc**. The Start menu closes.

## Shutting down the computer correctly

To shut down your computer:

- 1) Click the **Start** button.
- 2) In the Start menu, select the **Shut Down** option.
- 3) In the Shut Down Windows dialog box, select the **Shut down** option.
- 4) Click the **OK** button.

Your computer will now shut down. Try starting it again. Shut it down and start it up several times until you are familiar with the process.

## Introducing ZoomText

Depending on how your computer is configured, ZoomText may launch automatically when the PC starts up. If it does not, you can launch it yourself.

To launch ZoomText:

- 1) Go to the Windows desktop.
- 2) Click the **ZoomText** icon.

Your teacher should also have set up a keyboard shortcut that allows you to launch ZoomText. Try pressing **Ctrl + Alt + Z**.

## Increasing and decreasing magnification

With ZoomText you can increase or decrease the magnification level as you need.

To decrease the magnification, hold down **Alt** and press the minus key in the numeric keypad.

To increase the magnification, hold down **Alt** and press the plus key in the numeric keypad.

Practise this until you get used to it.

### **Disabling and enabling**

Some low vision users disable and enable ZoomText as they work. Sometimes disabling the magnifier temporarily can give them a better overall impression of the interface.

To disable ZoomText without shutting it down, press **Alt + Delete**.

To enable it again, press **Alt + Insert**.

### **Scrolling the screen**

Because ZoomText magnifies your screen, you will not be able to see the entire screen at any one time. You can use your mouse to move the magnifier to a different part of the screen.

Alternatively, you can use **Alt + arrow** keys.

### **Exercise**

- 1) Start the PC.
- 2) Launch ZoomText.
- 3) Hold down the **Alt** key and press the right arrow key once. The on-screen image moves slowly.
- 4) Let go of the **Alt** key. The scrolling stops.
- 5) Hold down the **Alt** key while pressing each of the four arrow keys in turn. The scrolling changes direction.
- 6) Hold down the **Alt** key and an arrow key at the same time. The scrolling accelerates.
- 7) Use the mouse to scroll the desktop.
- 8) Find My Computer, the Start button and the clock on the desktop.

- 9) Increase the magnification using **Alt + numeric plus**.
- 10) Decrease the magnification using **Alt + numeric minus**.
- 11) Click the **Start** button.
- 12) Click it again.

## **FAQs**

### **How do I start the computer?**

Answer: Press the Power button on the system unit.

### **How do I stop the computer?**

Answer: Select **Shut Down** from the Start menu.

### **How do I launch ZoomText?**

Answer: Double-click the ZoomText icon on the desktop or press **Ctrl + Alt + Z**.

### **How do I increase magnification?**

Answer: Press **Alt + numeric plus**.

### **How do I decrease magnification?**

Answer: Press **Alt + numeric minus**.

### **How do I disable ZoomText temporarily?**

Answer: Press **Alt + Delete**.

### **How do I enable it again?**

Answer: Press **Alt + Insert**.

### **How do I scroll the screen?**

Answer: Use **Alt + arrow keys**.

## Session 2

This session deals with the following topics:

- Important keys in ZoomText
- Changing zoom window types in ZoomText
- Rebooting your computer
- Introducing e-mail
- Launching programs
- Dragging and dropping

### Important keys in ZoomText

Some keys are used a lot in ZoomText.

Take some time to find these keys:

- Arrow keys - up, down, left and right
- The Six Pack - Page Up, Page Down, Home, End, Insert and Delete
- The Windows logo key
- Ctrl
- Shift
- Esc
- Tab
- Alt
- Function keys ( F1 - F12)
- Plus and minus on the numeric keypad

### Changing zoom window types

ZoomText allows the following different zoom window types:

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- **Full** displays a magnified view that occupies the entire screen
- **Overlay** displays a magnified view that can be sized and moved to occupy any portion of the screen
- **Lens** moves over the normal screen like a magnifying glass, displaying what is directly beneath it
- **H-Split** occupies the full width of the screen
- **V-Split** occupies the full height of the screen

You can switch between the different displays by using keyboard shortcuts. Your teacher will tell you the shortcut for your version of ZoomText.

## Rebooting your machine

Every time your computer starts up, it loads the operating system and other basic software. This is known as **booting** the machine.

Sometimes you may need to reboot your computer. If it is getting increasingly slow, a reboot can be a good idea.

To reboot your computer:

- 1) Click the **Start** button.
- 2) From the Start menu, select **Shut Down**.
- 3) Choose the **Restart** option.
- 4) Click **OK**.

## Dealing with a crash

Sometimes your computer may simply stop working. No matter what keys you press, nothing happens. This is known as a "crash".

You have two choices when your machine crashes:

- If the machine has a Reset button, usually on the front of the system unit, press it once. This should restart the machine.

- If pressing Reset has no effect, press the Power button on the system unit and keep it pressed for seven to ten seconds. The machine will shut down, allowing you to power it on again.

## Introducing e-mail

E-mail, or "electronic mail", allows you to use your computer to send messages electronically over a network of computers such as the Internet.

There are many different programs designed specifically for creating, sending, and receiving mail. Some web sites also provide a service known as "web mail" where you can access your e-mail using a web browser, without having to install additional software on your machine.

A popular e-mail program is Microsoft Outlook Express. Your teacher will show you how to launch it.

To be able to send and receive e-mail you need a computer with access to the Internet and an e-mail address. Here is an example of an e-mail address:

- somebody@somewhere.com

## Launching programs

A common way to launch a program in Windows is from the Start menu. Here we're going to launch a simple text editor program called Notepad.

To launch Notepad from the Start menu:

- 1) Click the **Start** button.
- 2) From the Start menu, select the **Programs** submenu.
- 3) Select the **Accessories** submenu.
- 4) Click **Notepad**.

To launch Notepad using the keyboard:

- 1) Press the Windows logo key.

- 2) Use the **up arrow** until you find the **Programs** submenu and open it with the **right arrow**.
- 3) Use the arrow keys to find and open the **Accessories** submenu.
- 4) Use the **down arrow** to find the Notepad program and press **Enter**.

### Closing Notepad

To close Notepad:

- 1) Look for the Close (X) button in the upper right corner.



Figure 6: The Minimize, Restore, and Close buttons

- 2) Place the cursor over the Close button and click. Notepad closes.

Alternatively, you can close a program using the keyboard shortcut **Alt + F4**.

### Dragging and dropping

You can use your mouse to drag objects from one part of the screen to another. This is known as "dragging and dropping".

Click the object you want to move and then, keeping the left mouse button depressed, move your mouse in the direction you want to move the object.

#### Try this

- 1) Click one of the icons on the Windows desktop and keep the button depressed.
- 2) Move the mouse, still keeping the button depressed.
- 3) When the icon has moved to another location on the desktop, release the mouse button.

## Playing Solitaire

The game Solitaire is good practice for clicking and dragging.

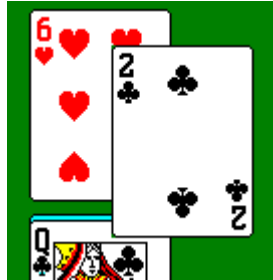


Figure 7: The Solitaire interface

To launch Solitaire:

- 1) Click the **Start** button.
- 2) From the Start menu, select the **Programs** submenu.
- 3) Select the **Accessories** submenu.
- 4) Select the **Games** submenu.
- 5) Click **Solitaire**.

To play Solitaire:

- 1) Click the deck on the top left of the screen to draw a card.
- 2) Click and drag the card from the deck to one of the row stacks.
- 3) Close the program.

## Exercises

Here are some tasks that you can try outside class.

### Practise rebooting and restarting the computer

- 1) Reboot the computer from the start menu.
- 2) Restart the computer from the reset button.
- 3) Shut down the computer by switching off the power.

## Practise pressing different keys

Try pressing these keys:

- Ctrl
- Alt Gr
- Spacebar
- Alt
- Shift
- Tab
- Esc
- Function keys
- Insert
- Delete
- Enter
- Arrow keys
- Enter

## Use e-mail

Ask your teacher to help with this exercise.

- 1) Start an e-mail program.
- 2) Send an e-mail to one of the other students in the class.

## FAQs

### How do I open the Start menu?

Answer: Click the **Start** button or press the **Windows logo** key.

**How do I close the Start menu?**

Answer: Click the **Start** button or press the Windows logo key again or press **Esc**.

**How do I start a program from the Start menu?**

Answer: Click **Start - Programs**, then click the program name. You can also press the **Windows logo key** and then use the arrow keys to find program you want. Press **Enter** to start the program.

**How do I reboot the machine?**

Answer: Click **Start**, select **Shut Down**, then select **Restart**.

**How do I reboot the machine if it crashes?**

Answer: Press the Reset button or the Power button on the system unit.

**How do I type the @ symbol?**

Answer: On most English language keyboards, you type the @ symbol by pressing **Shift + apostrophe**.

## Session 3

In this session, we will be dealing with

- using a word processor
- the menu and title bars
- the mouse cursor and text cursor

### Using a word processor

The word processor is one of the most useful programs on your computer. It enables you to create, modify and read all kinds of documents, such as letters, e-mails, reports, and even courses like this.

Before PCs became commonplace, most business communication had to be written on typewriters. This was problematic for people with vision impairments, as they had no way of checking what they had written. They had to rely on sighted people to check for typing errors.

Today, typewriters have largely been replaced by word processing software.

Using a word processor, you can

- see what you're typing with the help of assistive software such as ZoomText
- correct what you have written or insert extra text
- move text from one part of the document to another
- print your document
- save your document on the computer
- change the size and appearance of text
- print in large fonts for your personal use

### Launching Microsoft Word

To launch Microsoft Word:

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- 1) Click the **Start** button.
- 2) From the Start menu, select the **Programs** submenu.
- 3) Click **Microsoft Word**.

Alternatively, you can look for a Word shortcut icon on the desktop. Click the icon to launch Word.



Figure 8: The Word shortcut icon

### Using the title bar

At the top of every program that runs on Windows you'll find the title bar.

The title bar tells you the name of the program and the name of the current open file, for example **Document 1 - Microsoft Word**.

### The menu bar

Below the title bar you'll find the menu bar.

All programs have menus. A menu is a list of options that allow you to perform different tasks within the program. Most programs have at least four or five menus in the menu bar.

### The toolbar

Under the menu bar you'll find the toolbar. There are a number of different toolbars in Word, each one containing small images, known as "icons", symbolising different functions. If you click the print icon, for example, the open document will print.



Figure 9: The print icon

## The document area

Under the toolbar, or toolbars, you'll find the document area. This is where you type your text. Think of it as a sheet of paper.

In the upper left corner of the document you'll find a small flashing vertical line, known as the text cursor. This is where your text will appear once you start typing.

### Try this

- 1) Start from the desktop.
- 2) Launch ZoomText if it is not already running.
- 3) Launch Microsoft Word from the Start menu.
- 4) Close the program again by clicking the Close (X) button in the upper right corner.
- 5) Start Word using the keyboard shortcut **Ctrl + Alt + W**.

## Important keys

When using a word processor some keys are important.

**Enter** creates a new paragraph.

**Spacebar** creates a space between letters or words.

**Backspace** deletes letters or spaces to the left of the cursor.

**Arrow** keys move the text cursor left, right, up and down in the document.

## Writing and deleting text

- 1) Start Word.
- 2) Type your own name in the document area.

- 3) Use the backspace key to delete your name one letter at a time.

### **Moving the cursor with the arrow keys**

- 1) Type your name again.
- 2) Press the left arrow key repeatedly until the cursor is at the start of your name.
- 3) Move the cursor to the end of the name using the right arrow key.
- 4) Press **Enter** to create a new paragraph.
- 5) Type your address on the next line.
- 6) Use the up, down, left, and right arrow keys to move the cursor around in the text.

### **Moving the cursor with the mouse**

- 1) Move the mouse slowly over the screen. See how the cursor follows the movements of the mouse.
- 2) Move the cursor to somewhere in your name and click. You have now moved your text cursor.
- 3) Try this several times.

### **Typing, deleting and correcting text**

- 1) Write a short piece of text in your document.
- 2) Insert the text cursor at different places in the text.
- 3) Delete some of the words using the **Backspace** key. Insert some new words.

### **Selecting text**

To select a piece of text, click on the end or the start of the text and, keeping the left mouse button depressed, drag the cursor over the text.

To select an individual word double-click anywhere in the word.

To select an entire paragraph triple-click anywhere in the paragraph.

### **Changing the font size**

Because people with low vision find it difficult to read documents written in a small font, you should change the font size in Word before printing your document.

To change the font size of a piece of text:

- 1) Find the line with your name in your document.
- 2) Select the text you want to change.
- 3) In the Formatting toolbar, click the down-pointing arrow next to the font size field.
- 4) Select a larger font size.

The font size in the selected text should increase. You can also access the font size field using the keyboard shortcut **Ctrl + Shift + P**.

### **Printing a document**

To print a document, do one of the following:

- Click the Print icon on the toolbar in Word. The document will print immediately.
- Press **Ctrl + P**. A Print dialog box will appear, allowing you to choose the printer you want to print on, the number of copies you want printed, and so on.

### **Exercise**

Open a new document.

- 1) Write a shopping list for the supermarket.
- 2) Select all the text.
- 3) Change the font size.
- 4) Print the list.

- 5) Can you read the printed document? If not, make the font even larger and try printing again.

## **FAQs**

**How do I launch Word from the Start menu?**

Answer: Select **Start - Programs - Microsoft Word**.

**How do I launch Word with a keyboard shortcut?**

Answer: Press **Ctrl + Alt + W**.

**How do I create a new paragraph in a document?**

Answer: Press **Enter**.

**How do I insert a space between letters or words?**

Answer: Press the **spacebar**.

**How do I delete letters left of the cursor?**

Answer: Press **Backspace**.

**How do I move the text cursor?**

Answer: Move the mouse to where you want the cursor to appear and click. Alternatively use the arrow keys.

**How do I select text?**

Answer: Click the text and drag with your mouse.

**How do I change the font size?**

Answer: Select the text use the font size field on the formatting toolbar.

## Session 4

In this session, we will be looking at

- the Internet and the World Wide Web
- using a web browser

### The Internet

The Internet is a massive network of computers that spans the globe. It is a source of information and entertainment for millions of people all over the world.

Here are just some of the things you can do on the Internet:

- Read the newspaper
- Listen to radio programs
- Find information on different topics, such as food, health, music, welfare for the blind, and so on
- Find and contact different organisations
- Take part in online discussions

The possibilities are endless.

### The World Wide Web

A key part of the Internet is the World Wide Web, a vast collection of pages written in a special type of text, known as hypertext. Groups of web pages produced by single individuals or organisations are known as "web sites".

#### Hypertext

Hypertext allows the creators of web pages to include links to other parts of their site or to entirely different web sites, thus making it easy for users to quickly jump from one web page to the next. Navigating from page to page like this is known as "surfing" the Web.

## Web addresses

Every web page has its own address. Web addresses normally take the following format:

- www.mysite.com

## Using a web browser

To be able to view web pages and surf the Web, you need a program called a web browser.

These days, most computers come with web browsers preinstalled. One of the most popular web browsers is Microsoft Internet Explorer.

To launch Internet Explorer:

- 1) Start ZoomText and choose your magnification level.
- 2) Either select **Start - Programs - Internet Explorer** or click the **Internet Explorer** icon on the desktop.



Figure 10: The Internet Explorer icon

Find these elements in the Internet Explorer interface.

- title bar
- menu bar
- toolbar
- address field

## Opening a web site

To open a web site:

- 1) Click in the address field.
- 2) Type [www.eatt.org](http://www.eatt.org) in the address field and click the **Go** button or press **Enter**.

- 3) The browser takes you to the web site that you typed in the address field. Investigate the page.
- 4) Pass your cursor over any links that you find. See how it changes from a pointer to a hand.



Figure 11: The hand cursor

- 5) Click one of the links.
- 6) In the toolbar, click the **Back** button to return to the page you've just come from.

### Using the **Back** button

Sometimes, as you surf from page to page, you can lose track of where you are on the Web. If you find yourself in this position, simply retrace your steps until you find a familiar page again.

To step back to web pages you've already visited, click the **Back** button on the browser toolbar.

### Scrolling a web page

Often it will not be possible to view the entire contents of a web page within the display window.

To see the bottom of the page you can

- use the scroll wheel on the mouse
- press the down arrow

### Searching the Web

The Web is a great source of information on all sorts of topics, but how do you go about finding the information you want? Some web sites are designed specifically for this purpose. They are known as "search engines".

Search engines are covered in greater detail in Part 2 of this course, but for now, try visiting one of the most popular search sites, Google.

To perform a search using Google:

- 1) Open Internet Explorer.
- 2) Click in the address field.
- 3) Type the following:
  - [www.google.com](http://www.google.com)
- 4) Press **Enter**.
- 5) Say you're interested in information on Mozart. Type **Mozart** in the search field and click **Google Search**

How many results did you get?

## Exercise

- 1) Start your browser and ZoomText.
- 2) Click in the address field.
- 3) Try visiting some different web sites. If you don't have any ideas, ask your teacher.
- 4) Click the links on the pages that you visit.
- 5) Use the **Back** and **Forward** buttons to navigate through the pages you have visited.

## FAQs

### How do I start Internet Explorer?

Answer: Select **Start - Programs - Internet Explorer** or click the **Internet Explorer** icon on the desktop.

### How do I go to the address field using the keyboard?

Answer Press **Alt + D**, **F6** or **Ctrl + O**.

**How do I go back to previous page?**

Answer: Click the **Back** button on the toolbar or press the **Backspace** key.

**How do I go forward to a page I have already visited?**

Answer: Click the **Forward** button in the toolbar.

**How do I close Internet Explorer?**

Answer: Click the Close button in the upper right corner of the title bar or press **Alt + F4**.

## Keystrokes and keyboard shortcuts

The following is a list of the most important keystrokes and keyboard shortcuts in the main programs that you'll be using.

A complete list of keyboard shortcuts is available in the Help for the various programs.

### Windows

Display the Start Menu: **Windows logo key** or **Ctrl + Esc**

Close the Start menu: **Esc**

Close a program: **Alt + F4**

### Word

Create a new paragraph in a document: **Enter**

Insert space between letters and words: **Spacebar**

Move cursor in document: **Arrow keys**

Delete text: **Backspace**

Print document: **Ctrl + P**

Close a document: **Ctrl + F4**

### Internet Explorer

Go to the address field: **F6** or **Alt + D**

Go to the previous page: **Alt + left arrow**

Go to the next page: **Alt + right arrow**

### ZoomText

Launch ZoomText: **Ctrl + Alt + Z**

Increase magnification: **Alt + numeric plus**

Decrease magnification: **Alt + numeric minus**

Scroll screen: **Alt + arrow keys**