

## **Pratt Library Access Workstation**

### **Software**

This workstation has Microsoft Office, Internet Explorer, Jaws, Kurzweil 1000, ZoomText and several other programs installed.

### **Hardware**

There is a scanner to the right of the computer. The lid opens at the left. The top of the page you are scanning should go against the right edge of the glass platen.

The printer, a black and white laser, is below the desk on the right hand side. Print jobs come out on top.

The computer has a drive which can read CDRoms and audio CDs. A floppy drive module is available on request from the Pratt Tech Support Desk.

### **Getting Started**

The most commonly used programs can be started by pressing the Windows key followed by the first letter of the program's name; for example Windows + J will start Jaws. There are two Windows keys; they are the second key to the left and right of the spacebar. You can start Word, Excel, Internet Explorer, Jaws, Kurzweil 1000, and ZoomText this way.

Other programs are available through the Programs Menu. To access that, press the Windows key followed by P. You can then use the arrow keys to navigate to the submenus and programs.

### **Help**

Technical help with computer problems, or with using Microsoft Office and Internet Explorer, is available from the Pratt Tech Support Desk.

Printed guides for Jaws, Kurzweil 1000, and ZoomText are available on the library's reference shelves. There is also a Braille guide for Jaws. A tape tutorial and other materials for Kurzweil are available at the Circulation desk for in-library use.

Training in using Jaws, Kurzweil 1000, and ZoomText is available from the Adaptive Technology Resource Centre, located at Robarts Library, 130 St. George Street on the first floor. Telephone: (416) 978-4360 Email: [general.atrc@utoronto.ca](mailto:general.atrc@utoronto.ca)