

Task Tour 4: Accessing Windows menus

Access Windows menus, submenus and even menu items directly.

Say commands in order, making sure to watch what happens between commands. Pause at any “ · ” to go step-by-step. Say “UC Lesson” or “UC Full” followed by a lookup number for command details (for example, “**UC Lesson 2 Point 1 5**”).

Say these commands in order	This is what will happen	Lookup
Speech On · Notepad Open (if necessary Size 60 By 40 Window 0 By 0)	Turns the asleep (yellow) microphone on and opens Notepad	2.15
	Sizes notepad 60% horizontal by 40% vertical	2.4
	Moves the top left corner of Notepad to the top left of the screen	2.6
I can use single speech commands to access Windows menus Comma submenus and even menu items · new paragraph	Types “I can use single speech commands to access Windows menus, submenus and even menu items”	1.2
Start Menu	Opens the Windows Start menu	2.7
Escape	Closes the menu	2.7 (6.6)
Start Documents	Opens the Windows Start menu and Documents submenu	2.7
2 Escape	Closes the menus	2.7 (6.6)
Start Settings	Opens the Windows Start menu to open the Settings submenu (XP) or select the Control Panel button (Vista)	2.7
3 Down · Enter	Moves down three items and hits Enter to call up Taskbar and Start Menu... dialog box (XP) or Administrative Settings submenu (Vista)	6.17
Window Close (if necessary Notepad Open)	Closes the dialog box	2.3
Now I'll call up the Taskbar dialog box more quickly by saying the first word of its name followed by Open Quote Cap Open Close Quote	Makes Notepad the active window	2.1
	Types “Now I'll call up the Taskbar dialog box more quickly by saying the first word of its name followed by “Open”	1.2
Taskbar Open	Calls up the Taskbar and Start Menu properties dialog box directly	2.7
Window Close	Closes the dialog box	2.3
Tray 1	Clicks the 1st item from the left in System Tray	2.3
Tray Right 1	Clicks the 1st item from the right in System Tray	2.3
Tray 1 · 3 Up	Clicks the 1st item from left in System Tray, moves cursor 2 items up from bottom of menu	2.18
Escape	Closes the menu	6.1
Taskbar Menu	Opens the Taskbar menu (right-clicks the Taskbar)	2.7
50 By 50 Touch Right	Goes to center of screen and right-clicks to open Right-click menu	4.2
Escape	Closes the Right-click menu	2.7 (6.6)
Touch Right w	Opens the Right-click menu to the <u>N</u> ew submenu	2.19
2 Escape	Closes the submenu and menu	2.7 (6.6)
Touch Right w f	Opens the right-click menu to the <u>N</u> ew submenu and chooses the <u>F</u> older item, which puts a new folder on the desktop	2.19
One step	Types “one step” as the folder name	1.2
Enter Delete	Enters the folder name, then hits Delete to delete the new folder; this brings up the “Confirm Folder Delete” dialog box	6.13
Enter	Hits Enter to confirm the folder delete	6.1
Notepad Close · No · Speech Off	Closes Notepad without saving and puts the microphone to sleep (yellow)	2.16

(UC 25, key/mouse 42)