

VISUAL IMPAIRMENT ICT SKILLS LEVEL 1

Student name:

SUPERNOVA READER MAGNIFIER/ACCESS SUITE MAGNIFICATION KEYS	Use with plug in number pad (NUMPAD)	
FUNCTION	KEYSTROKE	Date achieved
Remove RM/AS control panel from screen	KEYBOARD - press ESCAPE key – do not use close (x) button	
Return RM/AS control panel to screen	KEYBOARD - hold down CONTROL key and press SPACE BAR	
Turn magnification on/off	NUMPAD - hold down LEFT CONTROL key and press ENTER key	
Increase magnification	NUMPAD - hold down LEFT CONTROL key and press + (plus) key	
Decrease magnification	NUMPAD - hold down LEFT CONTROL key and press – (minus) key	
Change magnification mode	NUMPAD - hold down LEFT CONTROL key and press 7, repeat to scroll through options (Full screen, fixed window, magnifying glass, resizing glass, left split screen, top split screen, right split screen, bottom split screen)	

SUPERNOVA READER MAGNIFIER/ACCESS SUITE SPEECH KEYS	Use with plug in number pad (NUMPAD)	
FUNCTION	KEYSTROKE	
Remove RM/AS control panel from screen	KEYBOARD - press ESCAPE key – do not use close (x) button	
Return RM/AS control panel to screen	KEYBOARD - hold down LEFT CONTROL and press SPACE BAR	
Turn speech on/off	KEYBOARD - hold down LEFT CONTROL and press 0 (Zero)	
Mute speech	KEYBOARD - press LEFT CONTROL and let go	
Increase volume	KEYBOARD - hold down LEFT CONTROL key and press = (equals key)	
Decrease volume	KEYBOARD - hold down LEFT CONTROL key and press – (minus key)	
Increase speed	KEYBOARD - hold down LEFT CONTROL key (with thumb) and LEFT SHIFT key (with left index finger) together and press = (equals key)	
Decrease speed	KEYBOARD - hold down LEFT CONTROL key (with thumb) and LEFT SHIFT key (with left index finger) together and press – (minus key)	
Begin document read	NUMPAD - press + (plus key)	
Stop document read	KEYBOARD - press LEFT CONTROL key	
Read text - character	NUMPAD - press 4	
Read text - word	NUMPAD - press 5	
Read text - line	NUMPAD - press 6	
Check battery level (Access Suite only)	NUMPAD - hold down LEFT CONTROL key (with thumb) and LEFT SHIFT key (with left index finger) together and press + (plus key)	
Where am I? (Access Suite only)	NUMPAD - press 7	

NAVIGATION KEYS		Date achieved
FUNCTION	KEYSTROKE	
To access Start menu	Press WINDOWS flag key	
Escape current function	Press ESC key	
Go to menu bar	Press Alt key	
Move right/left along menu bar	RIGHT/LEFT ARROW key	
Move up/down menu lists	UP/DOWN ARROW keys	
Go to end of Line	END key	
Go to start of Line	HOME key	
Go to end of document	Hold down CONTROL key and press END key	
Go to start of document	Hold down CONTROL key and press HOME key	
Move page up	PAGE UP key	
Move page down	PAGE DOWN key	
Move one letter to right	RIGHT ARROW KEY	
Move one letter to left	LEFT ARROW key	
Move one word to right (also reads word to right in RM/AS speech mode)	Hold down CONTROL key and press RIGHT ARROW key	
Move one word to left (also reads word to left in RM/AS speech mode)	Hold down CONTROL key and press LEFT ARROW key	
Move one line up	UP ARROW key	
Move one line down	DOWN ARROW key	