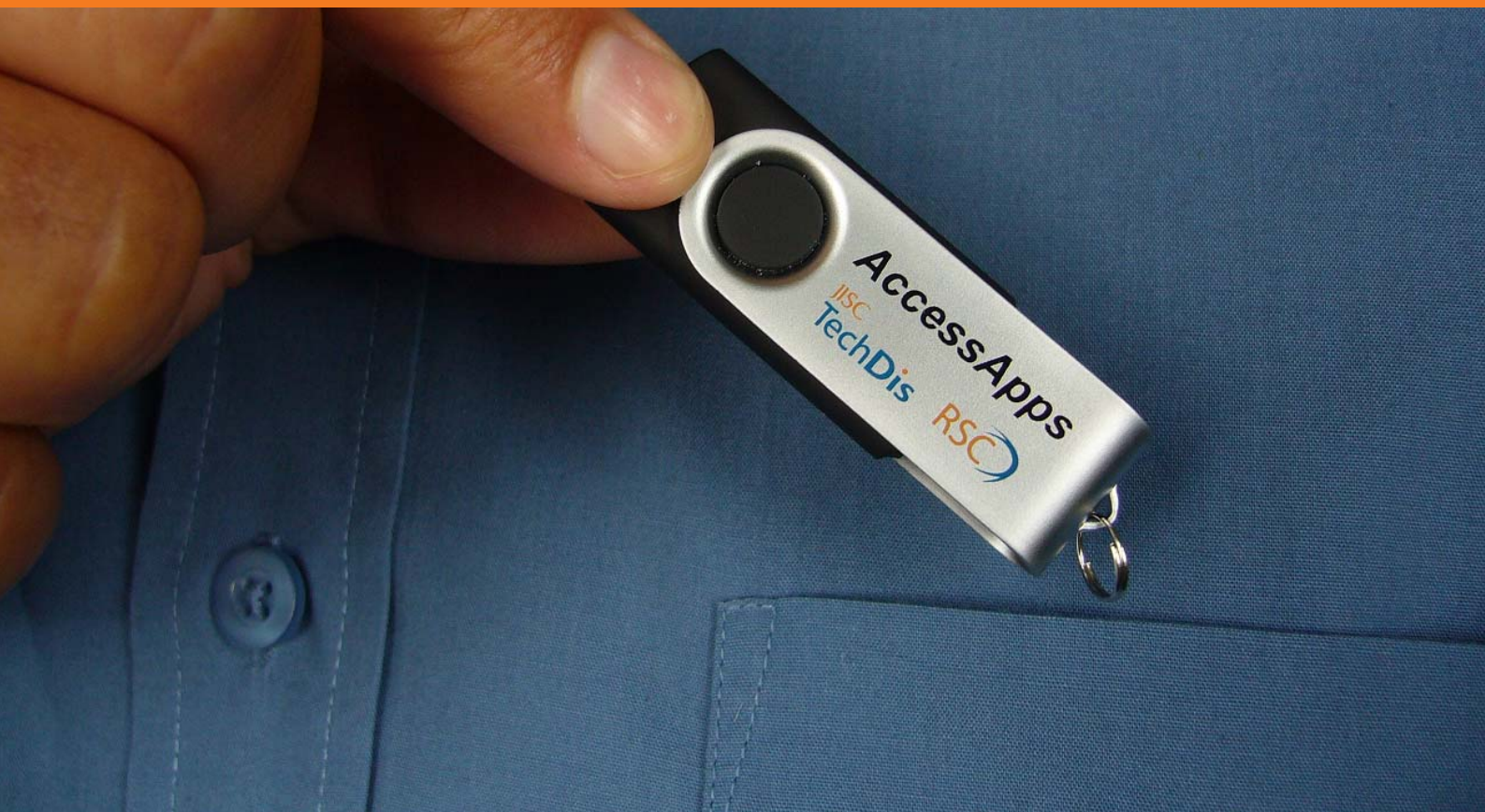


AccessApps



*Accessible portable applications
in your pocket*

A step-by-step guide

AccessApps: Accessible portable applications in your pocket

AccessApps is provided by:

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Table of Contents

INTRODUCTION	6
GETTING STARTED	8
GENERAL SOFTWARE	11
OpenOffice	11
PLANNING AND ORGANISATION SUPPORT.....	15
FreeMind	15
Mozilla Sunbird.....	16
READING AND WRITING SUPPORT	18
RapidSet	18
TheSage.....	19
Vu-Bar 4.0	19
DSpeech (portable text-to-speech and text-to-MP3 converter).....	21
Power Reader	22
TopOCR	23
AMIS: DAISY Reader	25
VISUAL SUPPORT	26
Virtual Magnifying Glass.....	26
Thunder	27
ACCESSIBLE BROWSERS.....	28
Webble.....	28
Podcatcher (Accessible Software).....	29
KEYBOARD AND MOUSE ALTERNATIVES.....	31
Click N Type	31
MouseTool.....	32
MULTIMEDIA TOOLS	33
Recording Software: Audacity	33
PRESENTATION TOOLS	34
Wink	34
Desktop Publishing: Scribus.....	35
UTILITIES.....	36
GAMES.....	37
Learning is fun!.....	37
JISC TECHDIS: ACCESSIBILITY ESSENTIALS	38
APPENDIX 1: DESCRIPTION OF ALL THE SOFTWARE ON ACCESSAPPS.....	39
APPENDIX 2: JISC REGIONAL SUPPORT CENTRES AND JISC TECHDIS	47

Introduction

AccessApps is an initiative developed by the JISC Regional Support Centres in Scotland, in conjunction with the JISC TechDis Service. With respect to technology in education, *AccessApps* attempts to reduce the digital divide between the 'haves' and the 'have-nots'. One factor which comes to mind when thinking about the digital divide is cost. However, less obviously but just as importantly, it's clear that some learners are discouraged from using technology in their studies because it isn't compatible with their additional or special needs.

It is this second factor which primarily inspired Craig Mill, e-Accessibility Advisor at RSC Scotland North & East, to devise *AccessApps*, in conjunction with his colleagues Kenji Lamb, Margaret McKay and Alistair McNaught. In many cases, just small changes to the way in which technology is used can make a big difference to the way in which a student can access it. Much of the time, problems can be solved just through knowing a little more about what is already out there. And, as *AccessApps* shows, what is already out there can be completely free!

Even when you find the software that suits your requirements, you can't be sure that it will be available when you need it. *AccessApps* overcomes this by storing all of the applications on a portable USB stick - now, you'll be able to use the programs you want, wherever you are! Everything runs directly from the USB stick - there's no need to worry about installing software onto locked-down computers.

There is nothing curriculum-specific about *AccessApps*. The applications provided are potentially invaluable to individuals in colleges as well as universities, and even in schools. Some of the applications are generic tools, such as the word processing, spreadsheet and presentation alternatives to the Microsoft Office suite. Others cater for specific needs, such as a need to view larger font sizes or different screen colours, or to control a computer without using a mouse.

Please note that as there are over 40 applications on *AccessApps* this Guide provides information on a selected subset of these, and is not an exhaustive list.

The JISC Regional Support Centres and JISC TechDis provide ongoing support for *AccessApps*, which is a dynamic initiative. The applications made available are likely to change over time as developers bring out new ideas, or post upgrades to programs already released.

To stay up-to-date with the latest version of *AccessApps*, tune into the Scottish RSCs' e-Learning Accessibility & Inclusion Blog (at www.scottish-rscs.org.uk/access/) and select the *AccessApps* tab at the top of the page. This location is the place where updates will be regularly posted. You can also contact your local Regional Support Centre for extra information or help. (See Appendix 2 for the contact details of all 13 JISC RSCs in the UK).

A note on permissions to use AccessApps

Normally there is money to pay, there are forms to complete and passwords to remember whenever you want to use computer software. With *AccessApps* it is different. All the software provided here is open source or freeware. This means that the developers have made their software freely available. The Regional Support Centre Scotland North & East has obtained permission from the software providers for their applications to be distributed as part of the *AccessApps* suite.

Please note that *AccessApps* is designed to work on a computer running Windows 2000, XP or Vista.

Disclaimer

The software applications that comprise *AccessApps* are distributed by the JISC Regional Support Centre Scotland North & East "as is" and any express or implied warranties, including, but not limited to, fitness for a particular purpose are disclaimed. In no event shall the JISC Regional Support Centres be liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, loss of use, data, or profits; or business interruption) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of these applications, even if advised of the possibility of such damage.

Getting Started

You can access *AccessApps* in two ways. If you have been given an *AccessApps* USB stick, you will find that everything you need is installed on it and ready to go. If you don't have the *AccessApps* stick, you will still be able to take advantage of the full range of useful *AccessApps* applications by downloading them directly from www.scottish-rscs.org.uk/access/. Select the *AccessApps* tab at the top of the page.

To get started with the *AccessApps* USB stick, follow the steps below:

1. Locate a free USB slot on your computer and insert the *AccessApps* stick. (If a dialogue box appears when you insert the stick for the first time, asking whether you would like to re-start your computer, select the 'No' option)
2. Wait a few seconds until the *AccessApps* AutoPlay dialogue box appears. To run the *AccessApps* menu, select 'Start using RSC *AccessApps*', as shown.

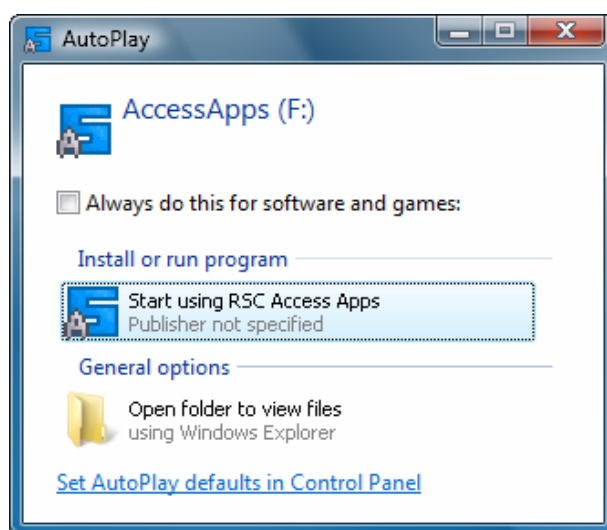


Figure 1: The *AccessApps* AutoPlay box

If for some reason, the AutoPlay dialogue box doesn't appear, you'll need to start the application manually. Open 'My Computer' and select the *AccessApps* drive. Double click on the 'Start *AccessApps*' file to start the program.



If you are a screen reader user, ensure that the *AccessApps* start menu is active and then press and hold the 'Alt key + A' to open the *AccessApps* folder menu. (See p8 for more details on keyboard accessibility if required).

3. When the USB stick is activated, the easy-to-use *AccessApps* start menu appears on the Windows system tray at the bottom right-hand side of your screen. Right click on the blue 'AS' to activate the *AccessApps* start menu.



Figure 2: Right click on the blue 'AS' to activate the *AccessApps* Start Menu

4. The final stage is to select or click (single click) your chosen application from the left-hand side *AccessApps* start menu.

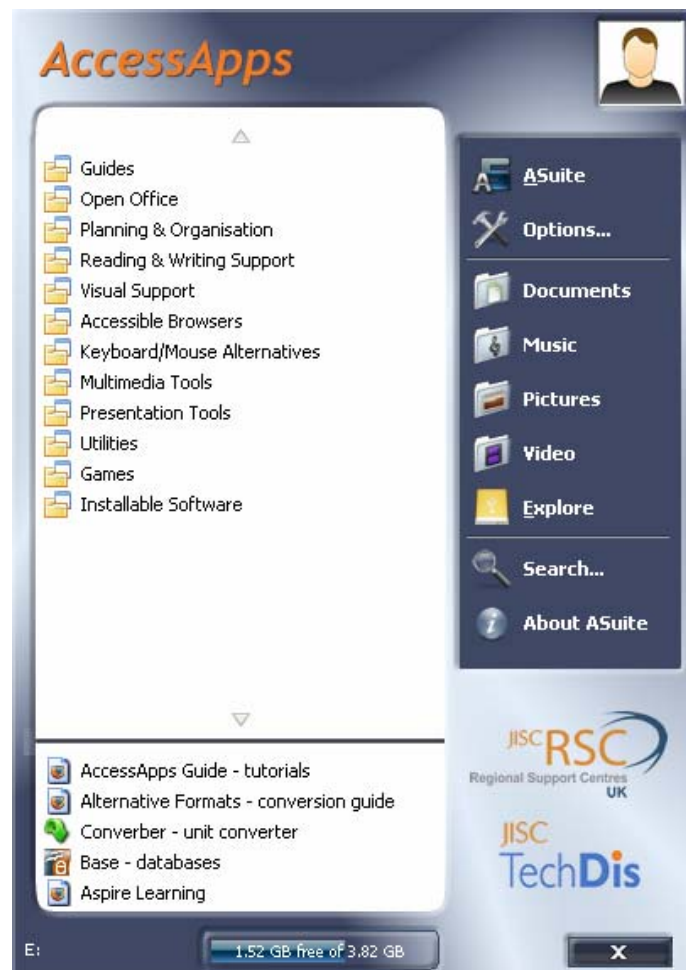


Figure 3: The *AccessApps* Start Menu

Fig 4 shows the three main elements of the *AccessApps* start menu. At top right is the

picture holder - you can replace the default image with another image that you prefer.

Below the picture holder is the *AccessApps* storage facility. Use these folders to store the work you produce with *AccessApps*. For example, if you create some MP3s using DSpeech you can store them for easy retrieval in the folder in the storage facility called 'Music'. Similarly, you can save any OpenOffice Writer documents into the 'Documents' folder.

To the left of the *AccessApps* start menu are the **applications** themselves. Take your time to familiarise yourself with the range of programs available. Please note whenever you click on a folder item or a menu item, the *AccessApps* start menu will move to the background. To bring it to the front once more, simply right click on the 'aS' icon in the system tray, or press the keyboard shortcut keys Alt+A.

To find out more about the applications on *AccessApps* please continue reading this step-by-step guide, which will explain how to get the best from each program.

Keyboard Accessible

AccessApps is also keyboard accessible. This means that you can access all the programs without needing to use a mouse.

The following shortcut keys provide quick and easy access to the menu items.

- Press the 'Alt key' and hold down the 'A key' to activate the *AccessApps* menu from the system tray (located next to the clock at bottom right of your screen). Repeat this keystroke to switch between hiding and revealing the menu.
- To navigate up and down the menu items use the 'up' and 'down' arrow keys.
- To reveal a sub menu use the 'right arrow' key.
- To close a sub menu use the 'left arrow' key.
- Press the tab key followed by the 'down/up arrow' key to move to the 'recently used' window.
- Press and hold the 'tab key' then press the 'shift key' to return to the main menu.

The contents of *AccessApps* can be explored by using the 'Explore' menu, using the 'Alt + E keys'. Use the above keystrokes to navigate around the menu items. You can move around the different windows by using the 'F6 key' or 'tab key'.

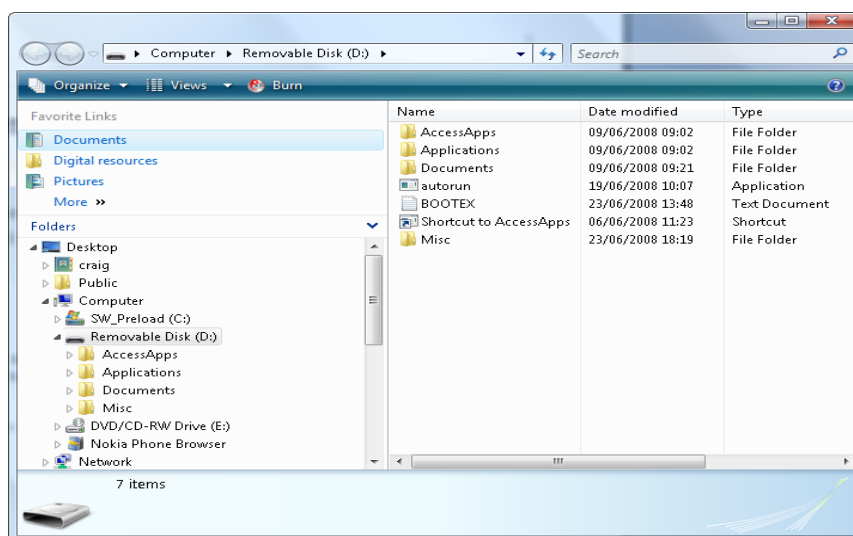


Figure 4: Use 'Alt + E' to activate the Explore menu

General Software

OpenOffice

Who would benefit? OpenOffice applications can help everyone. It is particularly useful for people who do not have access to Microsoft Office but need to create documents, presentations or spreadsheets.

OpenOffice is a comprehensive suite of programs which includes OpenOffice Writer for word processing (similar to MS Word), OpenOffice Impress for creating and showing presentations (similar to PowerPoint) and OpenOffice Calc for creating spreadsheets (similar to Excel). In addition, OpenOffice Base is a database program similar to Microsoft Access. A useful feature of OpenOffice, particularly OpenOffice Writer and OpenOffice Impress, is that it is nearly almost compatible with Microsoft Word and PowerPoint.

OpenOffice Writer

OpenOffice Writer is a word processing program similar to Microsoft Word. You can also save your files in portable document format (pdf) to share with others. To find out more about Open Office Writer visit the online tutorial by selecting the link below:



[This link will open the OpenOffice Writer tutorial](#) (or type this URL into your

browser if you are using the paper-based version of this guide:

<http://tinyurl.com/yuzqyp>

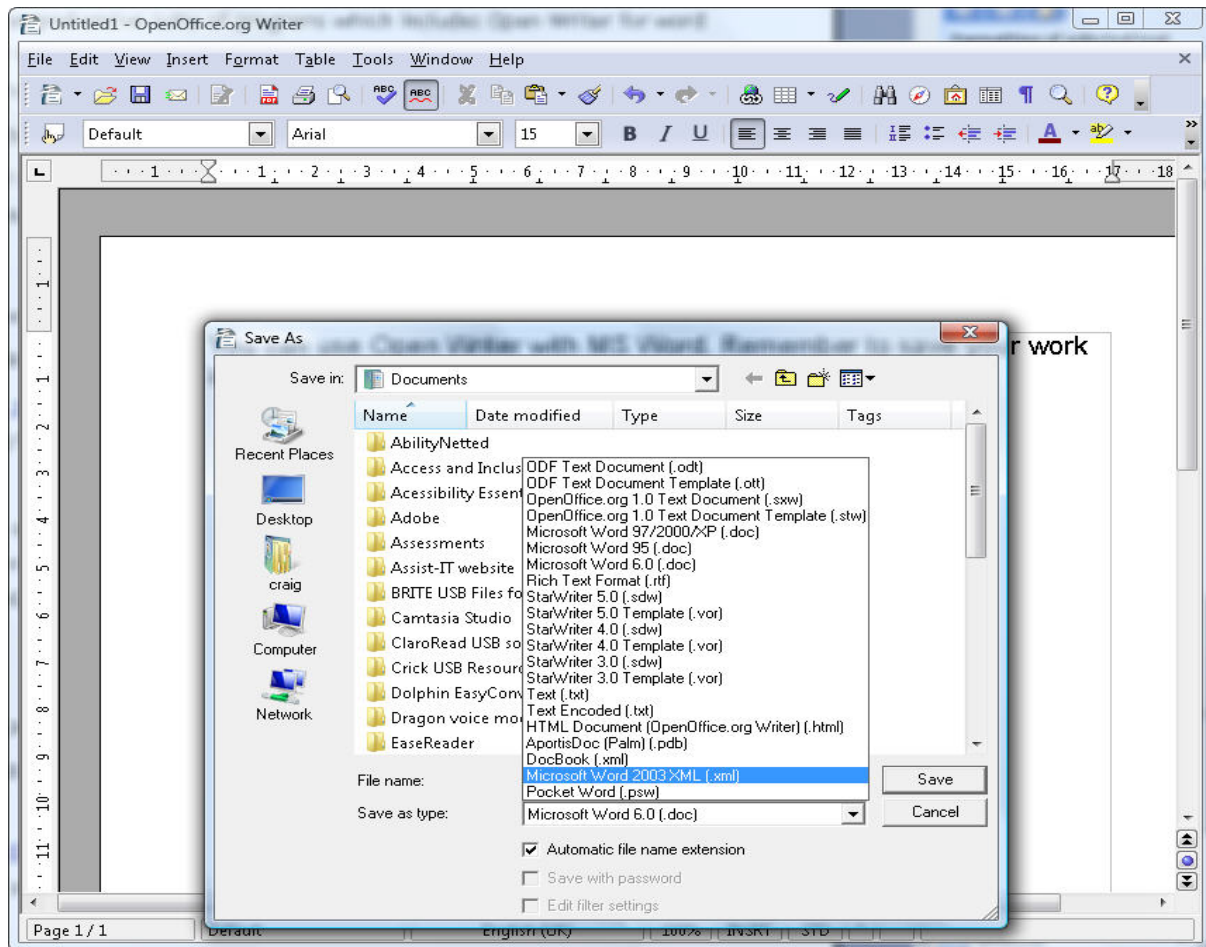


Figure 5: OpenOffice Writer has similar features to Microsoft Word

One thing to keep in mind when using OpenOffice Writer is that when you save a file you can save your OpenOffice Writer files as Word-compatible documents. This means that you can open and close your files with OpenOffice Writer and Microsoft Word.

OpenOffice Impress

OpenOffice Impress is a presentation program which contains a range of features and tools similar to Microsoft PowerPoint.

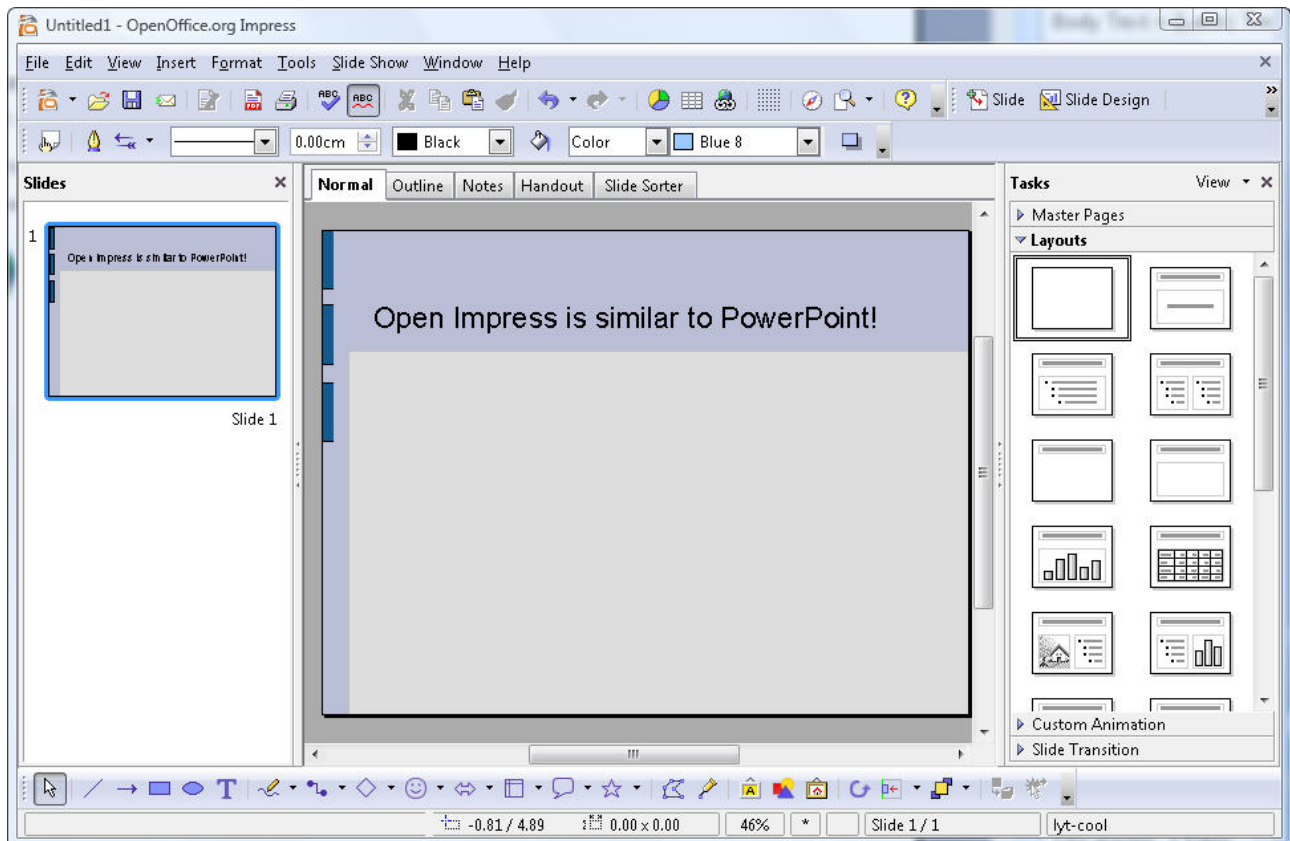


Figure 6: Create presentations with OpenOffice Impress

To find out more about OpenOffice Impress follow the online tutorial by selecting the link below:



[This link will take you to the OpenOffice Impress tutorial](http://tinyurl.com/qsy22) (or type this URL into your browser if you are using the paper-based version of this guide:

<http://tinyurl.com/qsy22>)

OpenOffice Calc

OpenOffice Calc is a spreadsheet program similar to Microsoft Excel.

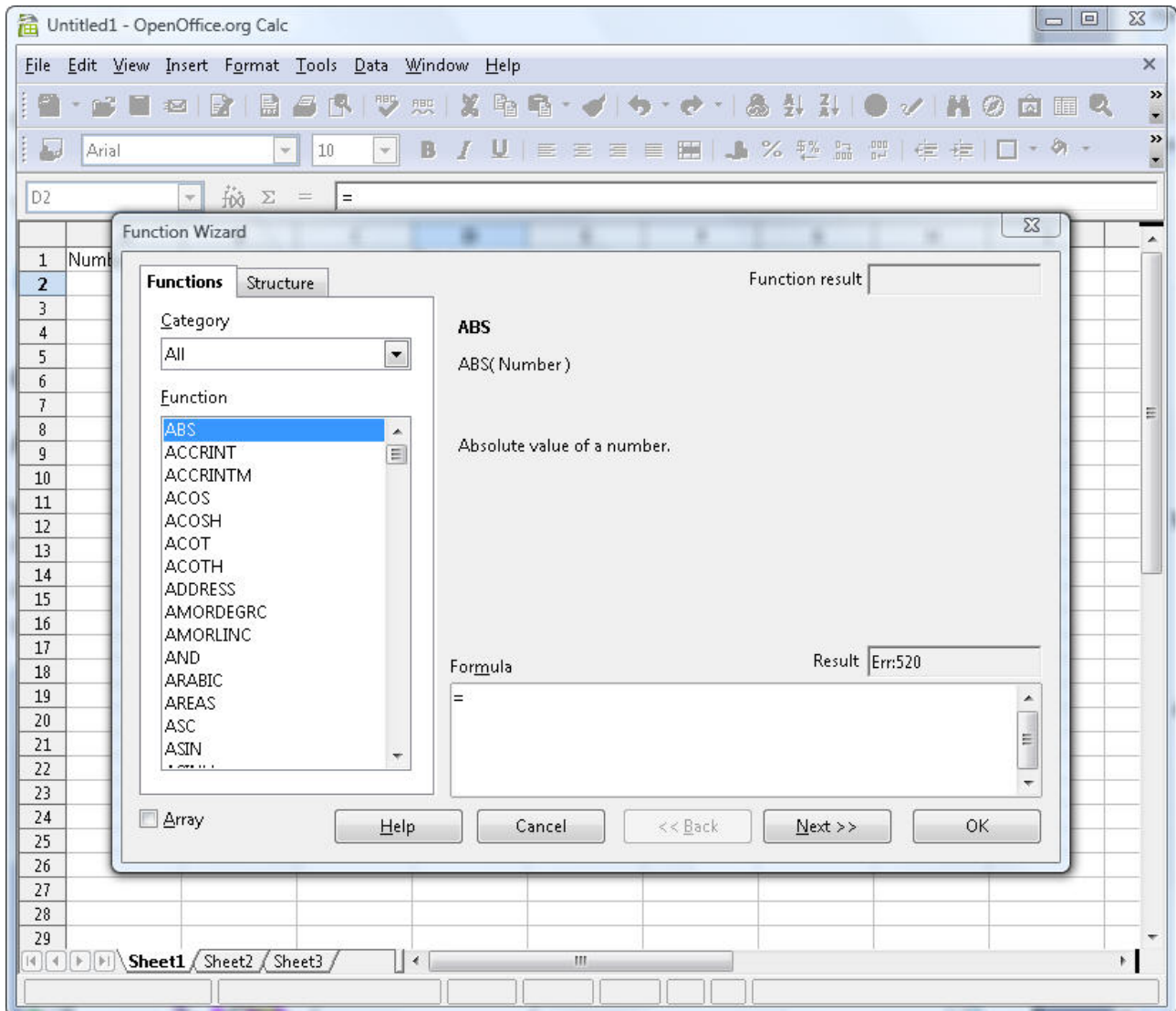


Figure 7: OpenOffice Calc offers similar features to Excel

To find out more about OpenOffice Calc follow the online tutorial by selecting the link below:



[This link will take you to the OpenOffice Calc tutorial](#) (or type this URL into your browser if you are using the paper-based version of this guide:

<http://tinyurl.com/6s5oqb>)

Planning and Organisation Support

FreeMind

Who would benefit? FreeMind can help individuals who think, plan and learn visually.

FreeMind is an open source mind mapping program. Mind mapping can be a useful way to plan ideas, essays or projects and to help organise your thoughts in a visual way.

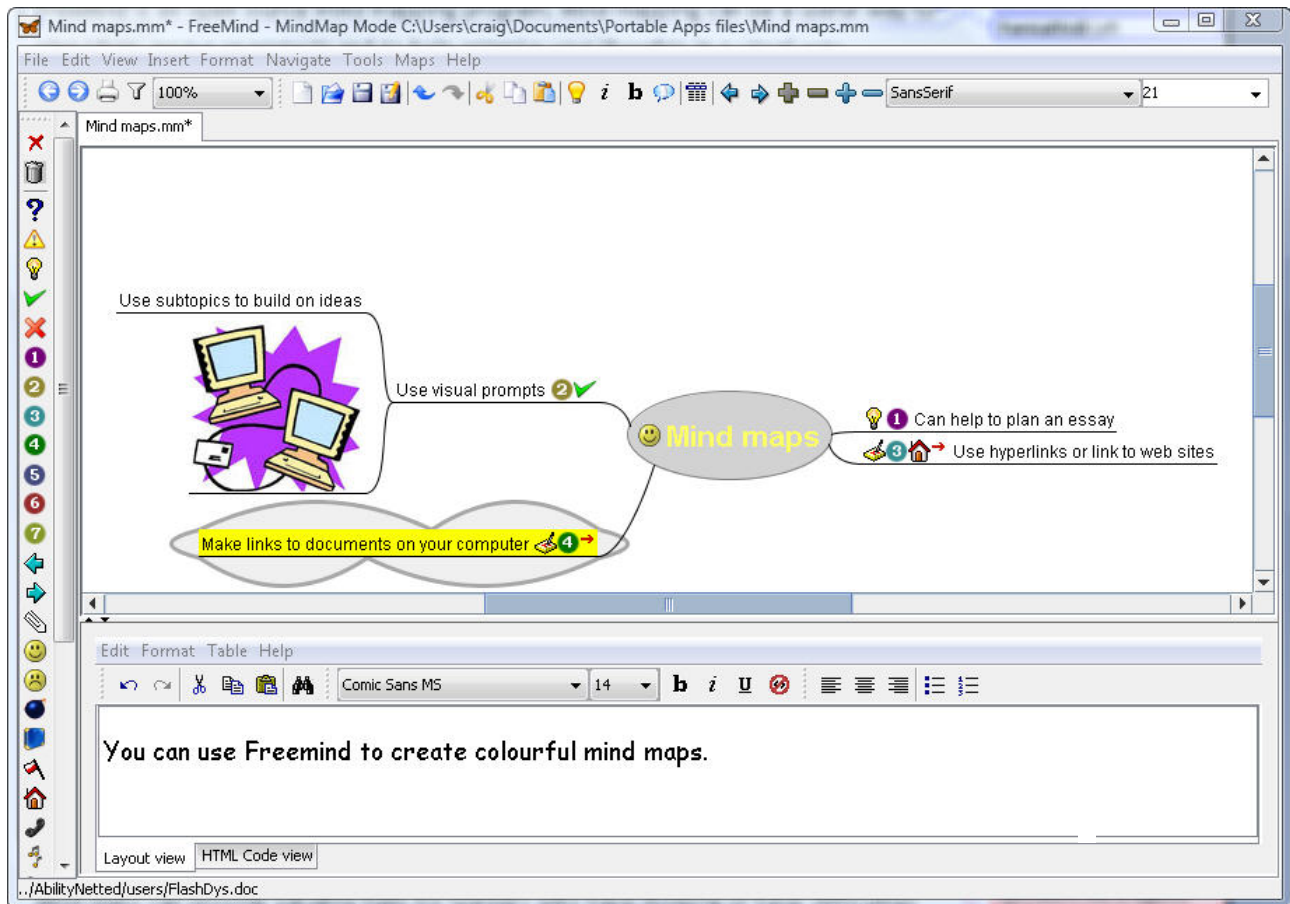


Figure 9: You can use FreeMind to create colourful mind maps

Mind maps can provide valuable help for learners who have dyslexia or have difficulties getting their thoughts down onto paper.

One of the main features of FreeMind is that you can export your completed mind map to OpenOffice Writer, the word processing program on *AccessApps*. This will allow you to put your ideas into text so that you can start drafting your work.



Select this link to find out how to use FreeMind (or type this URL into your browser if you are using the paper-based version of this guide:

<http://tinyurl.com/5qrd5>)

FreeMind also contains a comprehensive guide. This can be found by selecting 'Help' and then 'Documentation' from within FreeMind.

Mozilla Sunbird

Who would benefit? Individuals who have organisational and/or memory difficulties and like to see information presented in a visual and colourful way.

Mozilla Sunbird is a stand-alone portable calendar. You can use it to plan your day, week, month, tasks and appointments.

To add new events, double click on the chosen day. You can also add a time, choose whether you want it to be an all-day appointment, specify the location and set an alarm to remind you. The calendar can also be viewed by day, week, or month!

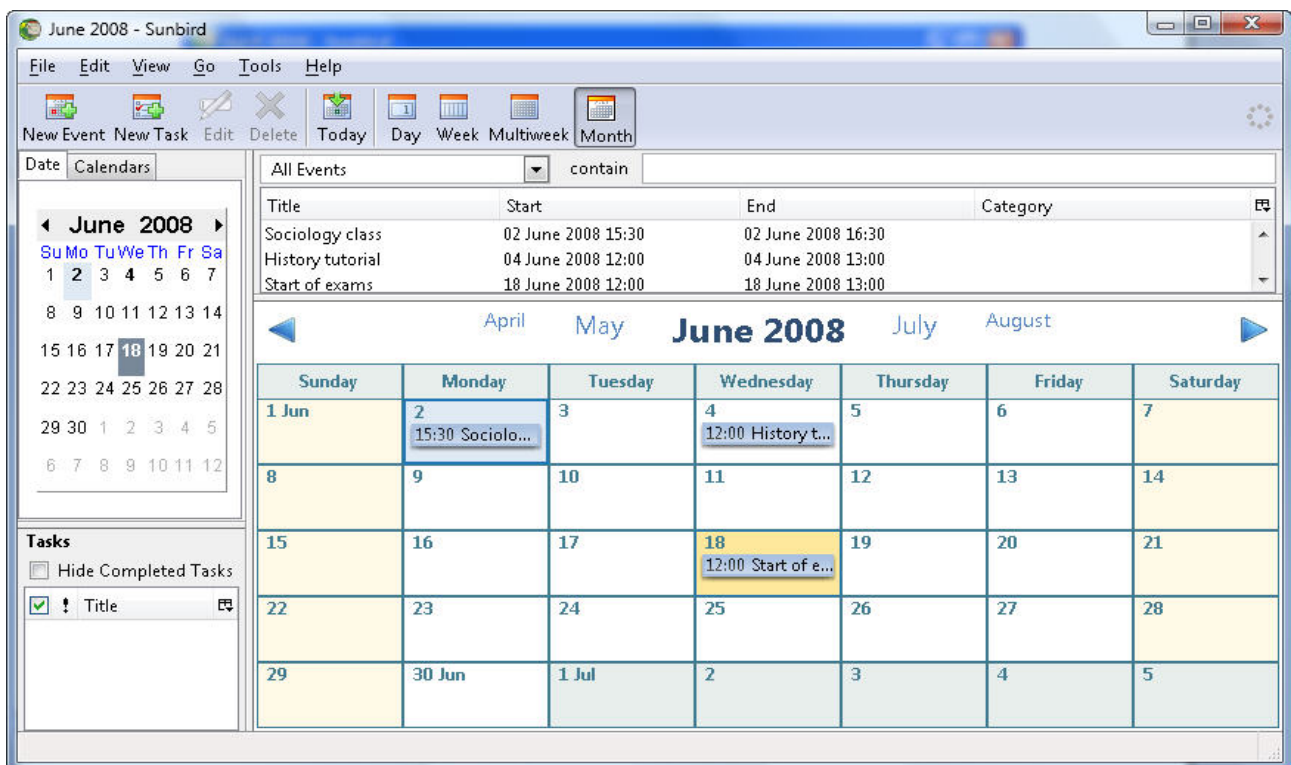


Figure10: Mozilla Sunbird Calendar

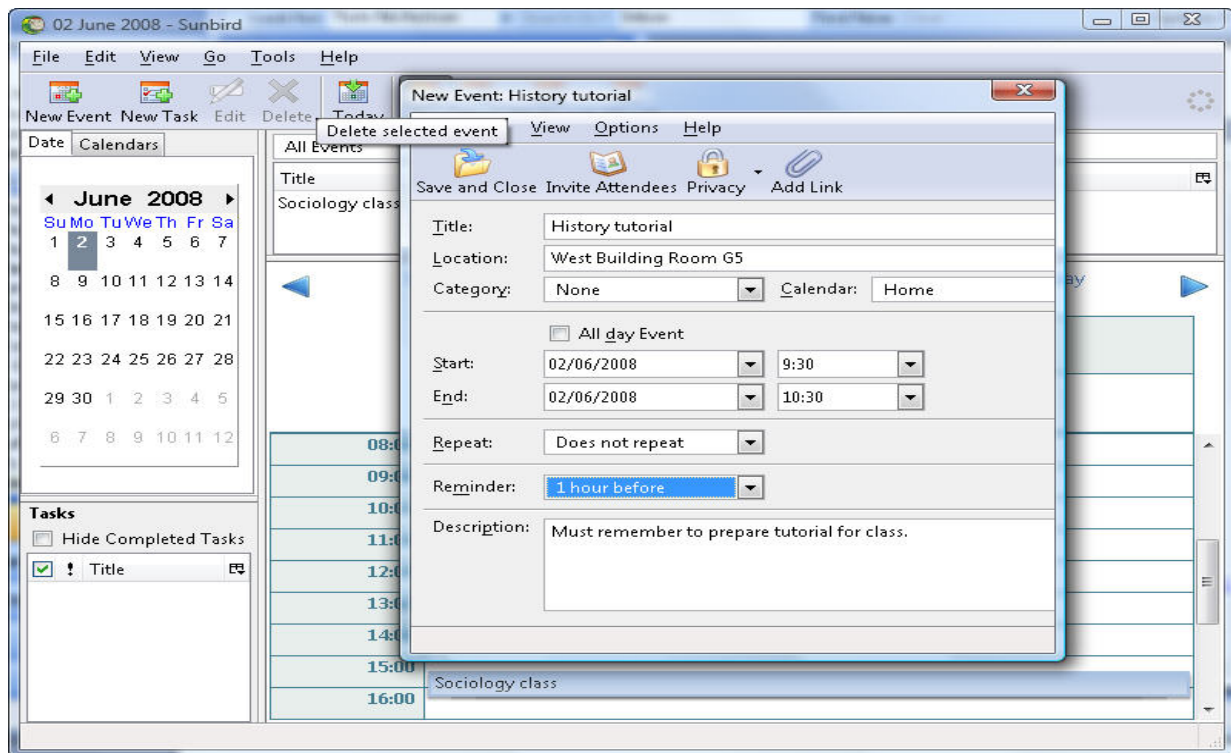


Figure 11: Organise and plan your day, week or month with Mozilla Sunbird



[Select this link to find out how to use Mozilla](http://tinyurl.com/6e8u4s) (or type this URL into your browser if you are using the paper-based version of this guide:
<http://tinyurl.com/6e8u4s>)

Reading and Writing Support

RapidSet

Who would benefit? Individuals who prefer to use an alternative font and background colour to the Windows default.

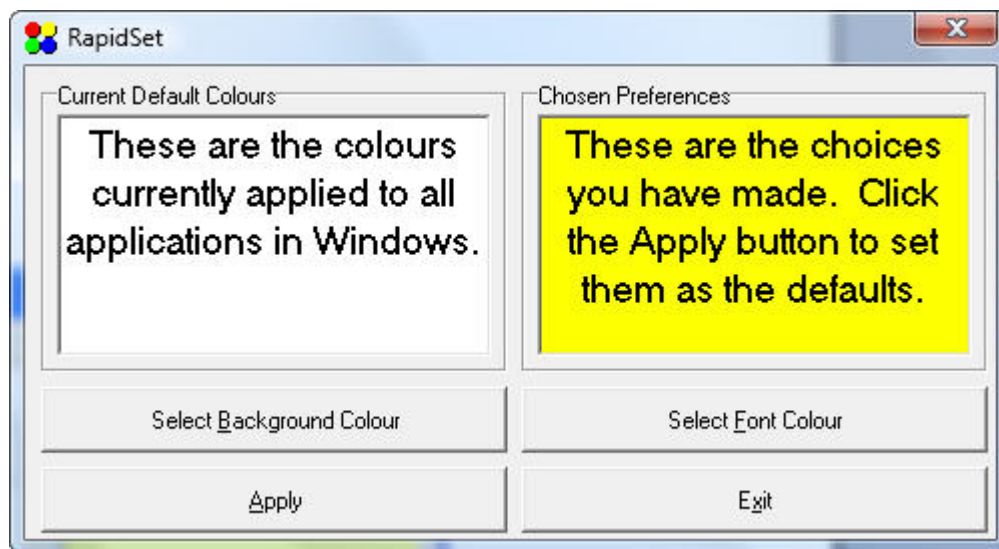


Figure 12: RapidSet font and background colour changer

RapidSet is an easy-to-use program which allows you to change font and background colours. Some people find the default white background and black text on a computer screen difficult to read.

You can quickly and easily change the background or font colour by selecting the 'Select Background/Font Colour' buttons and then selecting 'Apply'. To change the colours back to Windows default settings, simply repeat the process and select the original background and font colours.



[Select this link to find out how to use RapidSet](http://tinyurl.com/6ovpw4) (or type this URL into your browser if you are using the paper-based version of this guide:

<http://tinyurl.com/6ovpw4>)

TheSage

Who would benefit? TheSage can help individuals with specific learning difficulties or those with literacy or language support needs.

TheSage is an English dictionary and thesaurus. If you want to find the meaning of a word type it in the text box and click the 'LookUp' button - TheSage will offer a range of meanings. It is also possible to customise TheSage by selecting the 'Options' button on the menu bar.

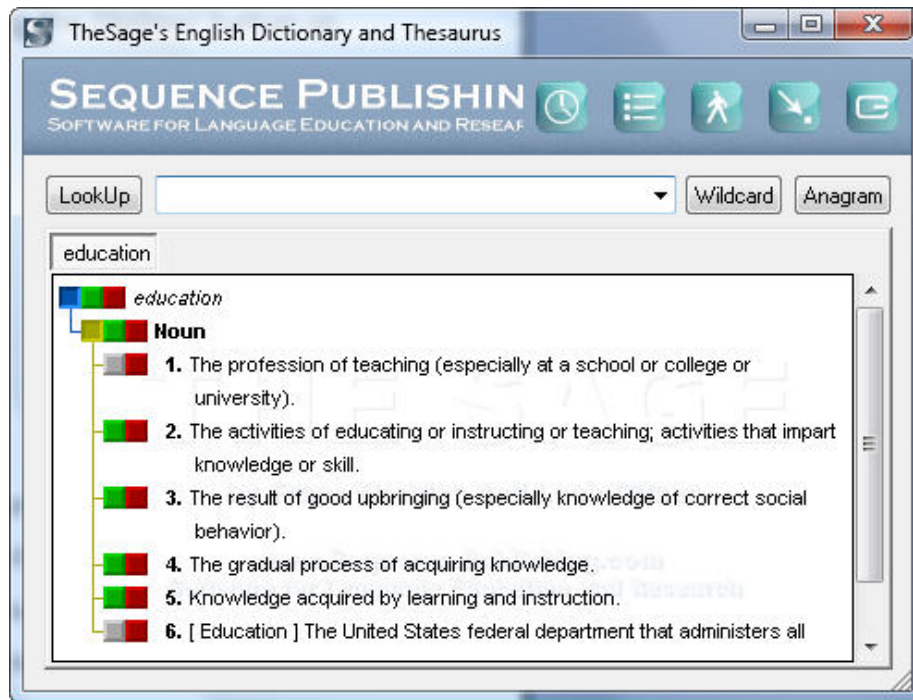


Figure 13: TheSage - dictionary and thesaurus

To learn more about TheSage select the link below:



[This link takes you to the Sequence Publishing website](http://tinyurl.com/y8kmdx) (or type this URL into your browser if you are using the paper-based version of this guide:

<http://tinyurl.com/y8kmdx>)

Vu-Bar 4.0

Who would benefit? Vu-Bar can help individuals who find it difficult to read large amounts of text and would benefit from reading on line at a time.

Some readers have difficulty with large amounts of text on a page. Vu-bar can help with this, because it is similar to placing a ruler over the lines of text in a document. You can either scroll or move pages up and down, or click and drag Vu-Bar to place it over the

text to be read. You can use Vu-Bar for reading web pages, emails and documents.

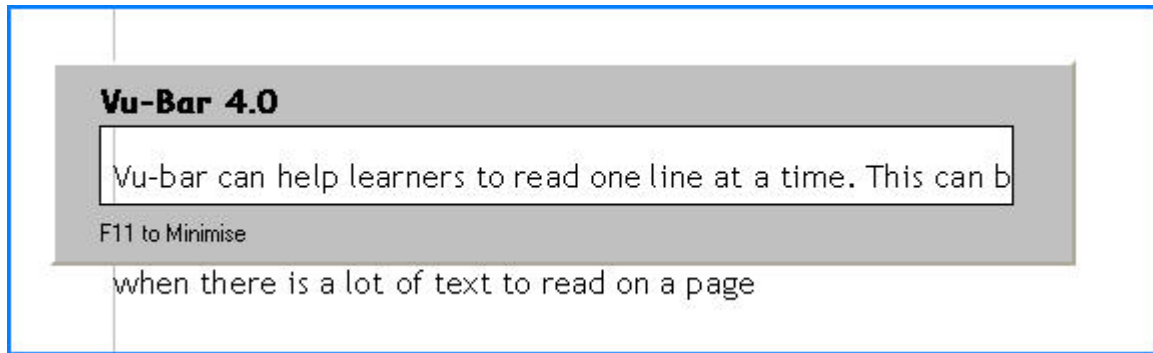


Figure 14: Vu-Bar can help to read single lines of text

To adjust the options on Vu-Bar, right click anywhere on the Vu-Bar to increase its height and width. You can also change the colour and the line spacing of Vu-Bar so you can read one, two, three or more lines of text at a time, in whatever colour you want.

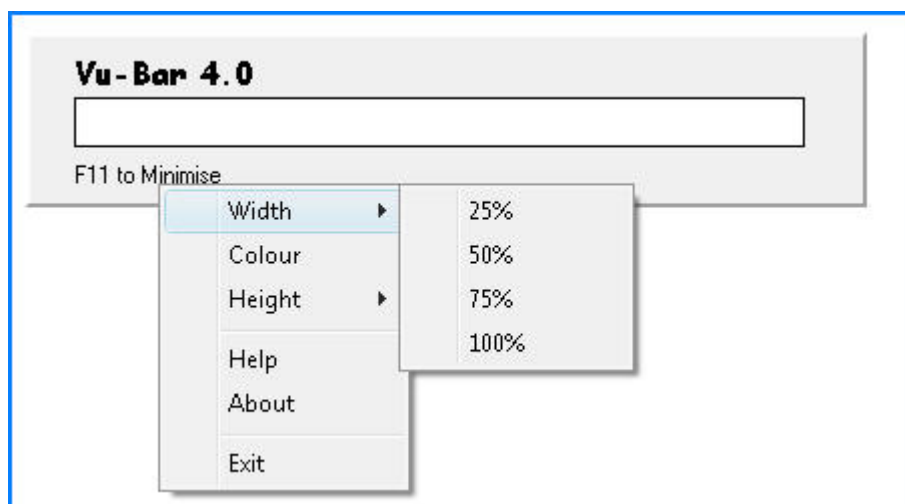


Figure 15: Vu-Bar has a range of settings



[This link takes you to the VU-Bar tutorial](#) (or type this URL into your browser if you are using the paper-based version of this guide: <http://tinyurl.com/69c25o>)

DSpeech (portable text-to-speech and text-to-MP3 converter)

Who would benefit? DSpeech is for individuals who find it helpful to read and listen to text. DSpeech can also help those for whom English is not their first language.

DSpeech can import a wide range of text-based files in different formats, read them aloud, highlight words as they are read, and convert the output to MP3 format for maximum portability.

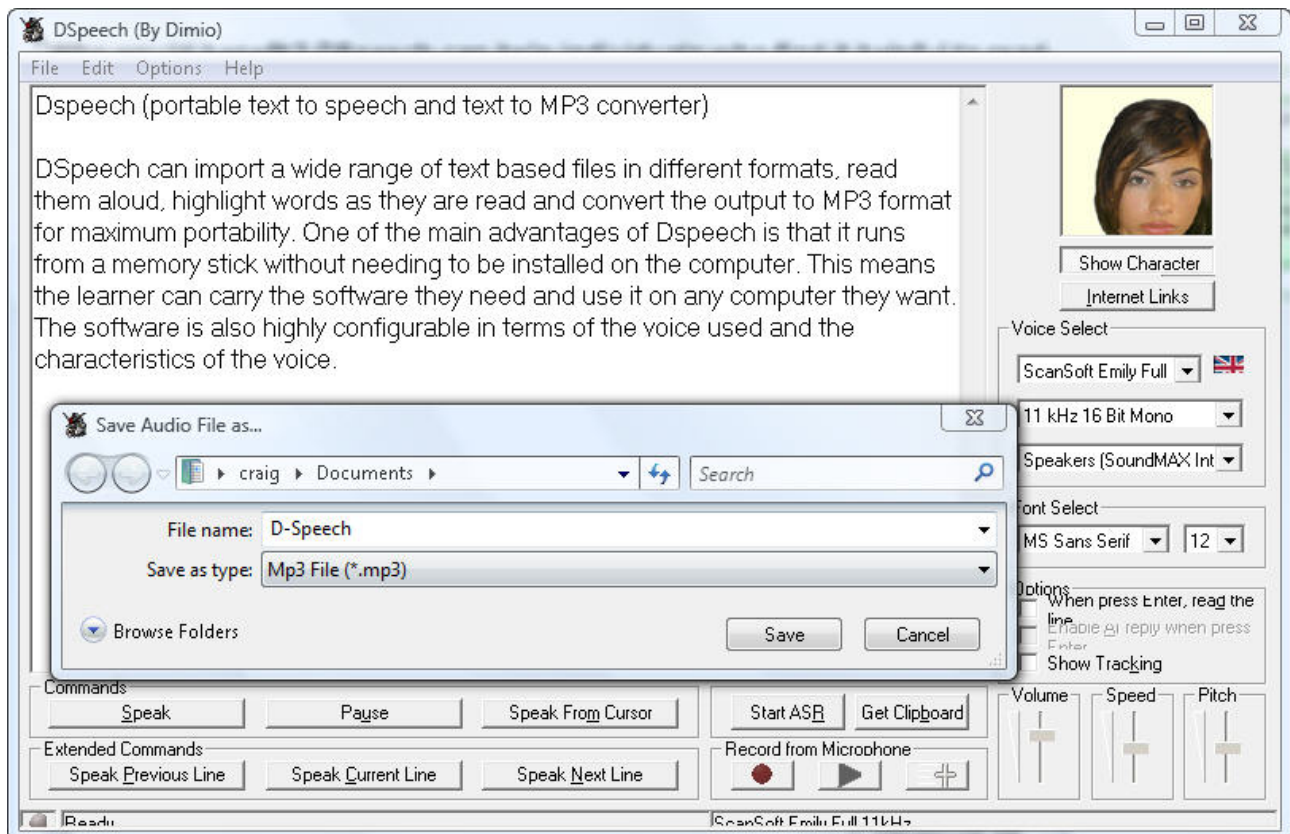


Figure 16: DSpeech can read text and save to MP3 format



To learn more about DSpeech select the following link: [This link opens a DSpeech tutorial](#) (or type this URL into your browser if you are using the paper-based version of this guide: <http://tinyurl.com/5bptwu>)

Power Reader

Who would benefit? Power Reader can help individuals who have poor literacy skills or slow reading speeds.

Power Reader can read text-based files by word, sentence and paragraph. It is possible to change the size and style of the font as well as the font and background colours. Image representations can also be included as the text is read aloud.

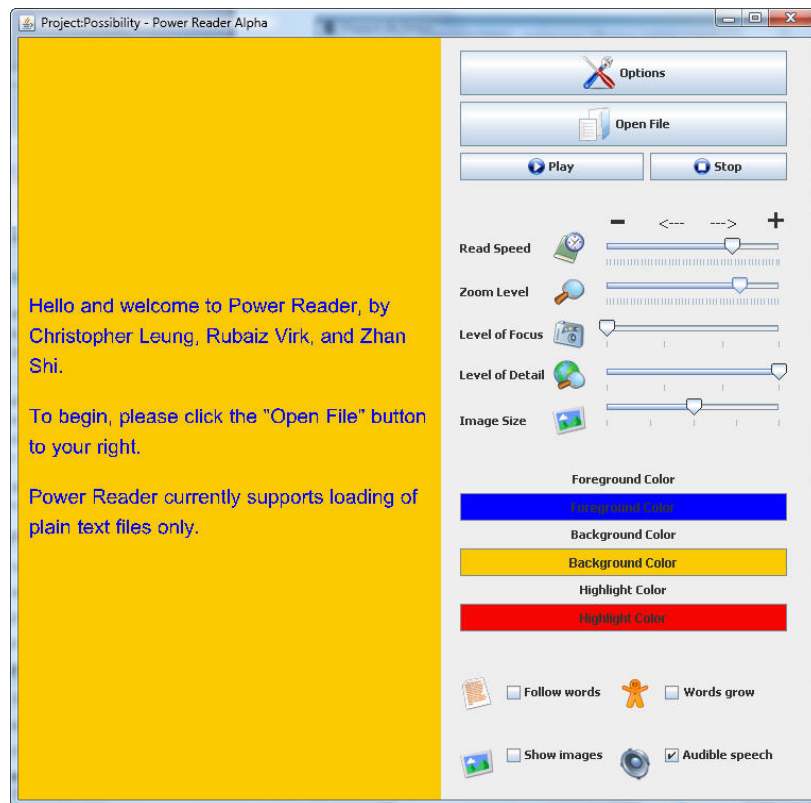


Figure 17: Power Reader has a range of features to support readers who need extra help

With Power Reader you can change the speed and tone of the reading voice and increase the zoom level so text is displayed in a large font.

TopOCR

Who would benefit? TopOCR can help individuals who have difficulty reading text and/or those for whom English is not their first language.

TopOCR which converts an image into editable text. OCR stands for Optical Character Recognition, a technology that enables you to convert different types of documents, such as scanned paper documents or images captured by a digital camera, into editable and searchable data.

The TopOCR interface is split into two sections: the left-hand window is the Image Window which represents the imported scanned image. The right-hand window, TopOCR Text Window, is text that TopOCR produces from the scanned image.

To import an image, go to 'File' and 'Open' in the TopOCR Image Window. Select the location of your stored image. Before you import your image into TopOCR it is recommended that you change the font and font size to your preferred options in the TopOCR Text Window.

When you import the image, text is automatically converted from an image format to editable and searchable text in the TopOCR Text Window. The TopOCR Text Window offers a range of features similar to Microsoft Word or Open Office Writer, e.g. insert images, tables etc. You can also save the text as a PDF, or in Rich Text Format (RTF) which can be used in Microsoft Word or Open Office Writer.

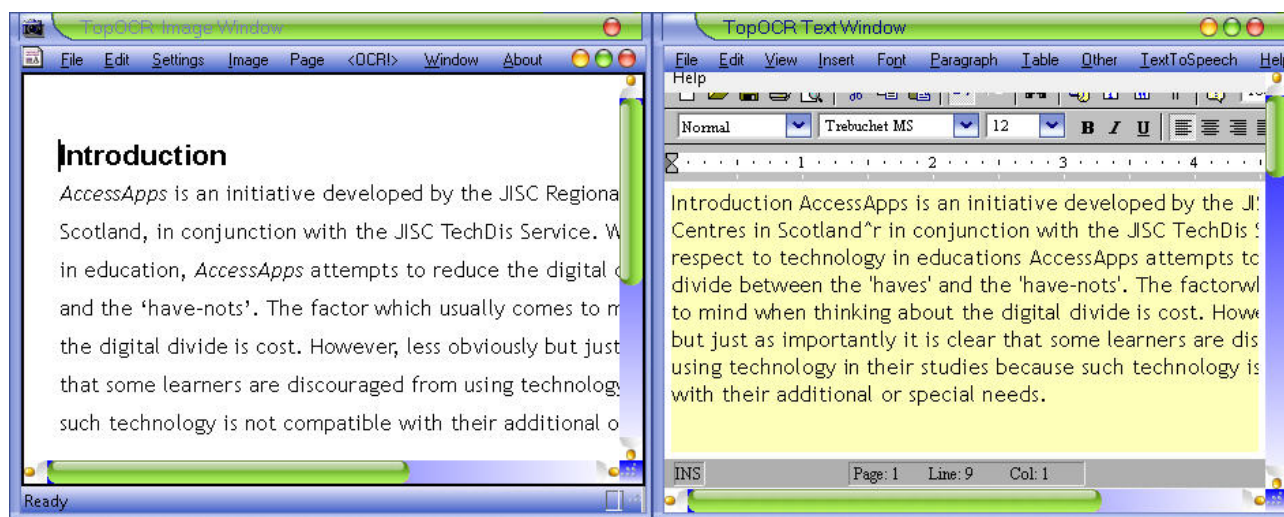


Figure 18: TopOCR is a utility which converts an image into editable text. OCR stands for Optical Character Recognition.

TopOCR and text-to-speech

TopOCR also offers an additional feature called 'text-to-speech'. This means that an image can be converted to text and speech and the speech saved as a WAV sound file. The WAV file can be saved to a location on a computer or to the 'Documents' folder on *AccessApps*. The WAV file can be played using the VLC Media Player on *AccessApps*.

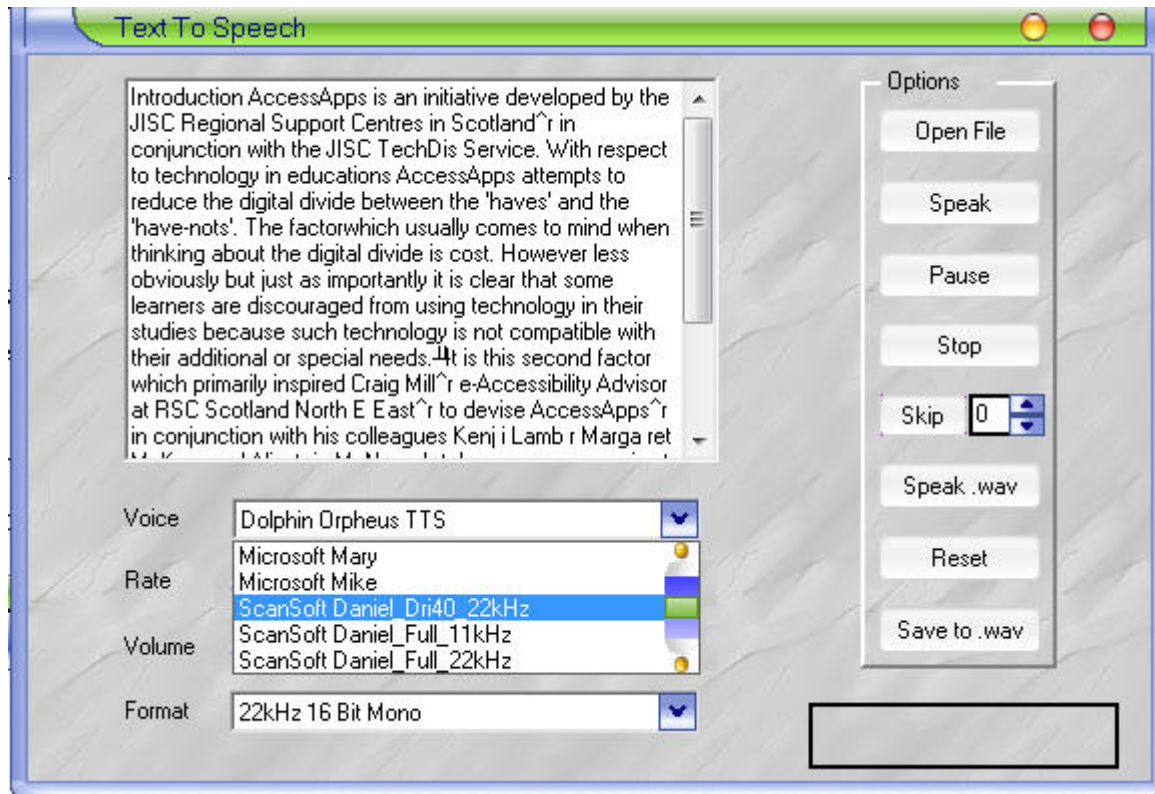


Figure 19: TopOCR also offers an additional feature called 'text-to-speech'

- To open the text-to-speech feature, select 'Text To Speech' on the TopOCR Text Window. The converted text will appear automatically.
- Select the 'Speak' option to listen to the text. The 'Voice' sub menu contains a range of voices such as Sam, Jane and Daniel, although this will be dependent on what synthesised voices have been installed on the user's computer.
- Select the 'Save to WAV' option to save the WAV file to your computer or to the 'Documents' folder on *AccessApps*.

AMIS: DAISY Reader

Who would benefit? AMIS DAISY Reader can help individuals who have a visual impairment and/or dyslexia.

Amis is an open source software program which reads DAISY Digital Talking Books. DAISY stands for Digital Accessible Information SYstem. DAISY books are fully accessible digital talking books, although they are dependent on the original document's formatting and structure. For example, common features of digital books are sections, pages, footnotes, headings and images with appropriate descriptions, sometimes known as 'alt tags'.

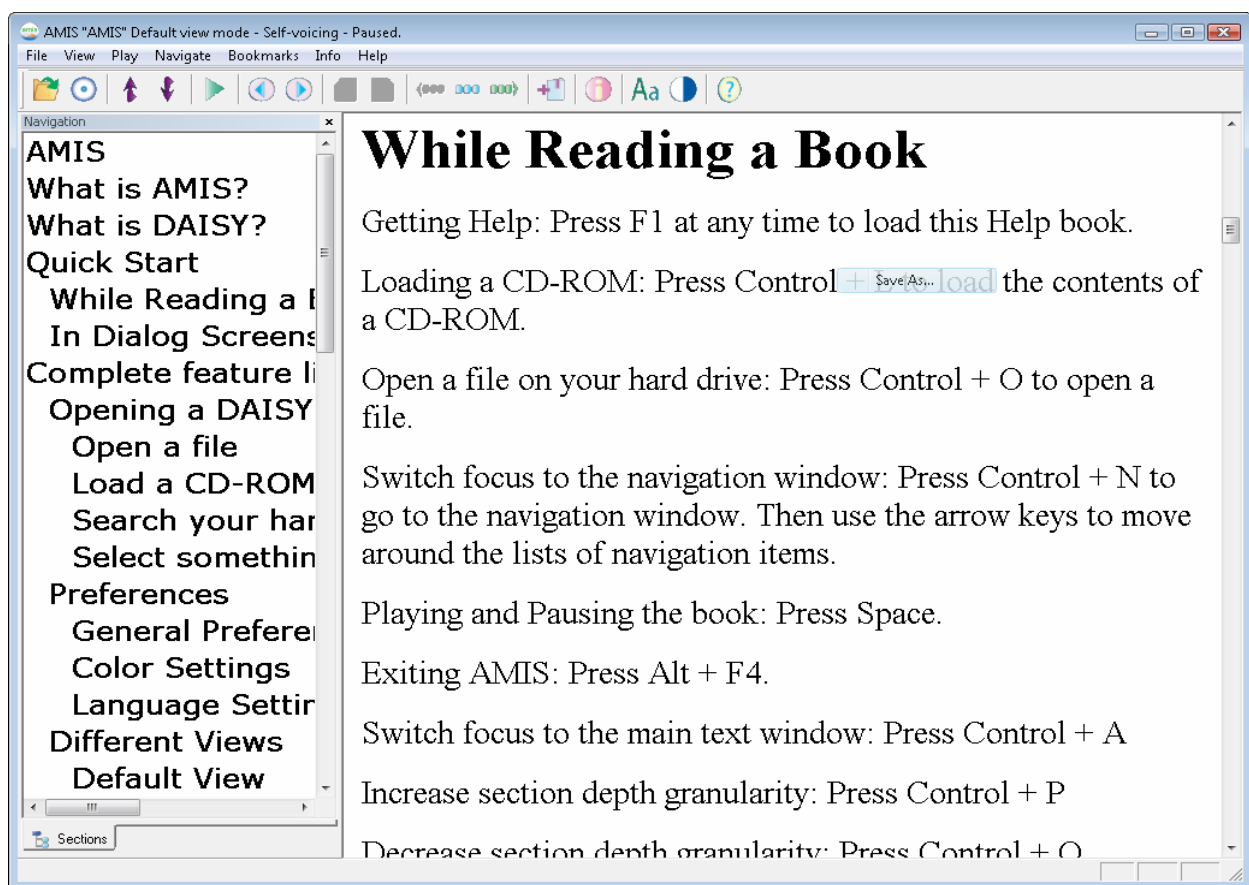


Figure 20: Amis is an open source software program which reads DAISY Digital Talking Books

Typically DAISY will read information from a CD Rom. However, AMIS will read information which has been saved with the '.ncc' or '.odf' file extension. Amis offers a range of features such as large text and inverted background colours. The most efficient way to use AMIS is with keyboard shortcuts. These can be found under the 'Help' menu and the 'Contents' sub menu.

Visual support

Virtual Magnifying Glass

Who would benefit? Virtual Magnifying Glass can help individuals who have a visual impairment.

The Virtual Magnifying Glass will magnify information on a computer screen. It is possible to increase the magnification up to 16 times. You can also increase the height and width of the magnification area by using the 'Alt' and 'Arrow' keys, or position by using 'W' (move up), 'S' (move down), 'A' (move left) and 'D' (move right).



Figure 21: Virtual Magnifying Glass magnifies up to 16 times

To access the features on Virtual Magnifying Glass, right click on the magnifying glass icon in the system tray (this normally appears next to the clock on the bottom right-hand side of your screen, as in Figure 22).

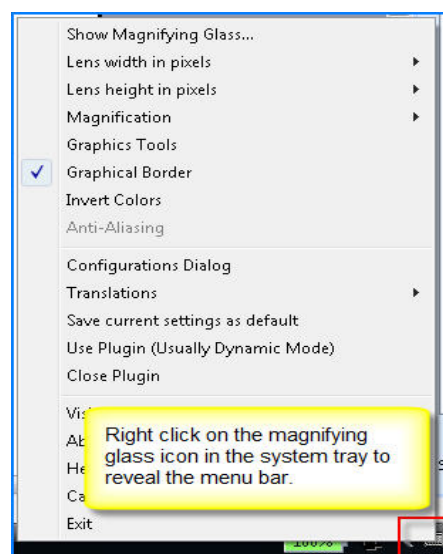


Figure 22: Virtual magnifying glass offers a range of useful features



To learn more about Virtual Magnifying Glass select the following link: [This link opens the Virtual Magnifying Glass tutorial](http://tinyurl.com/572m8e) (or type this URL into your browser if you are using the paper-based version of this guide: <http://tinyurl.com/572m8e>)

Thunder

Who would benefit? Thunder can help individuals who have a visual impairment. Thunder can also help individuals who are dyslexic and prefer to hear information read to them.

Thunder is a screen reading program. This means that Thunder will read information on your screen, for example menus, icons, etc. Thunder can be particularly beneficial for blind and visually impaired learners who require information on a computer screen to be read to them.

Thunder can also be useful for learners who have reading and writing difficulties such as dyslexia, as Thunder will read typed characters, words, sentences and paragraphs. As well as reading menus, icons and text, Thunder will read information from Microsoft Office and Open Office applications such as Word and Open Office Writer and from web pages.

Thunder is not a portable application (unfortunately there is no screen reading program currently available which is portable), but you can install it from *AccessApps* so that you can use it on your computer.

To install Thunder go to the 'Installable Software' section on *AccessApps*.

Accessible Browsers

WebbIE

Who would benefit? WebbIE is a web browser for blind and visually impaired people, especially those using screen readers.

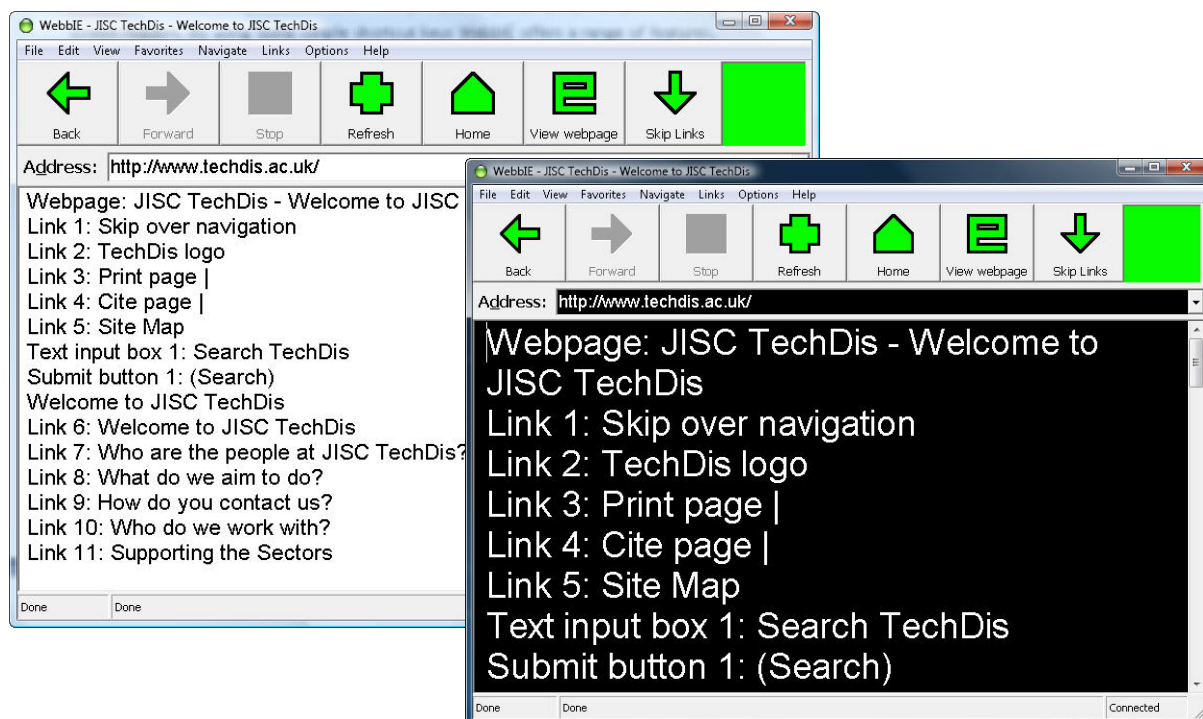


Figure 23: WebbIE features high contrast view with large text

With WebbIE you can increase the font size as well as invert the background colour. By using some simple shortcut keys WebbIE offers a range of features: for example, plain text, full image website, inverted colours, list of links etc.

WebbIE works well with the screen reading program Thunder (see previous section).



To learn more about WebbIE select the following link: [This link opens the WebbIE tutorial](#) (or type this URL into your browser if you are using the paper-based version of this guide: <http://tinyurl.com/6ywve6>)



Figure 24: The shortcut key Ctrl + I toggles between text and images

Useful shortcut keys are:

- 'Ctrl + I': to toggle between text view and image view
- 'Ctrl + L': to show all links on a page (when in text view)
- 'Ctrl + K': to hide links and show page content only (when in text view)

Podcatcher (Accessible Software)

Who would benefit? Podcatcher is a web browser for blind and visually impaired people, especially those using screen readers.

WebbIE comes bundled with 'accessible software', for example a Podcast reader and an accessible interface to read electronic publications from the Gutenberg library collection.

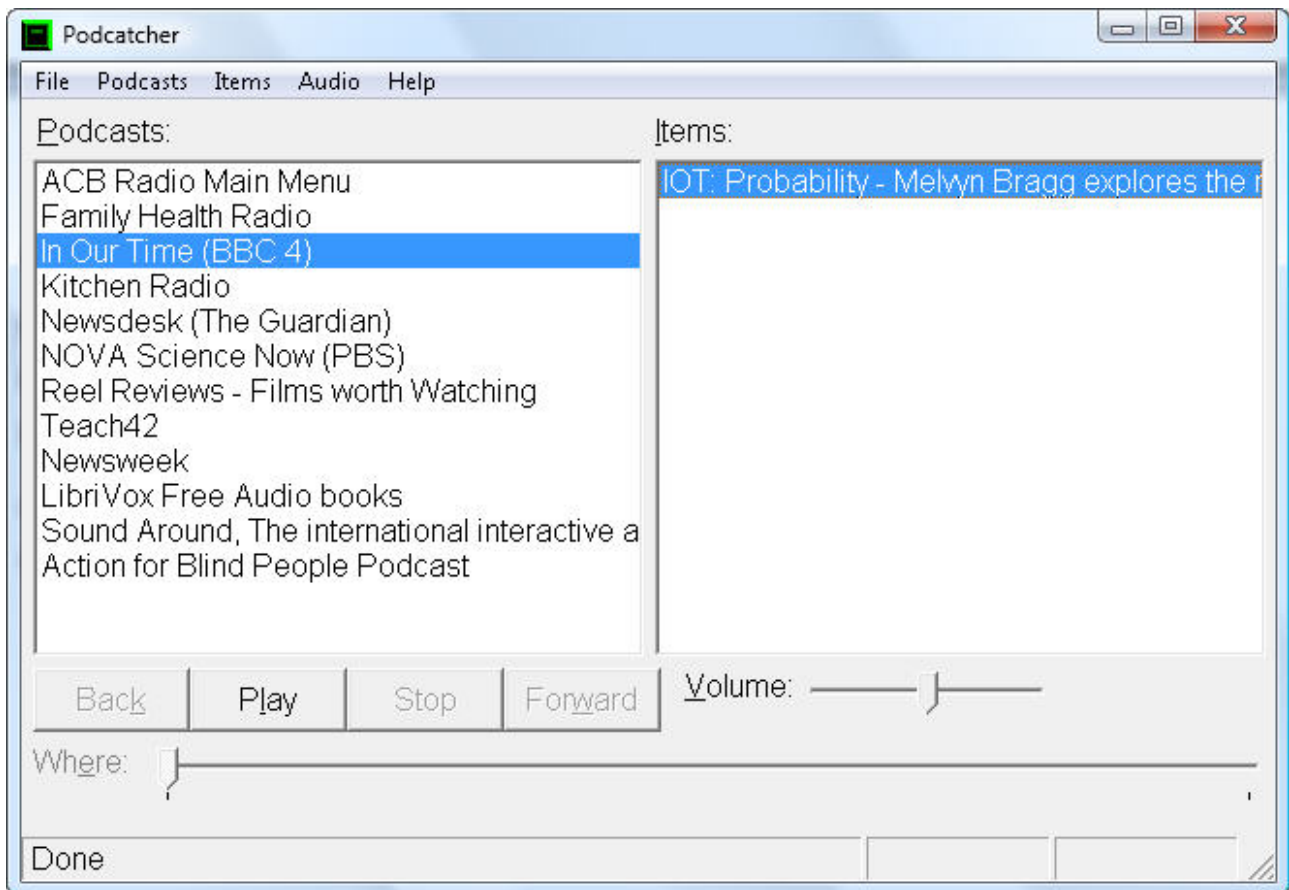


Figure 25: Listen to your favourite Podcasts with Podcatcher

The Podcatcher can be navigated by using simple shortcut keys: for example, the 'tab' key to move forward, 'shift + tab' to move back, and the arrow keys to choose your favourite podcast.

A combination of the spacebar and arrow keys will play and stop broadcasts as well as provide an accessible way of increasing and decreasing the volume.

To add a new podcast, follow the instructions below:

1. Select 'Podcasts' and 'Add Podcasts' from the menu bar.
2. Give the podcast a name, (you can choose your own name and podcast, e.g. '*In Our Time*').
3. When prompted, copy the link you are given to the to the URL box: e.g.
<http://downloads.bbc.co.uk/podcasts/radio4/iot/rss.xml>
4. Select 'Okay' and the new podcast will appear in the Podcasts window.

Keyboard and Mouse Alternatives

Click N Type

Who would benefit? Click N Type can be helpful to individuals with mobility difficulties who find it difficult or impossible to use an ordinary keyboard.

Click N Type is a virtual or on-screen scaleable keyboard which offers a range of valuable features.

Click N Type can be set up to suit individual preferences, for example:

- Words can be typed with a trackball by hovering the mouse over the chosen word
- Word prediction provides a speedy way of inputting text
- There are a variety of keyboard language options
- Click N Type can be set up for switch and scanning
- Words, sentences and phrases can be added by creating simple macros in Click N Type's 'Buffer'.

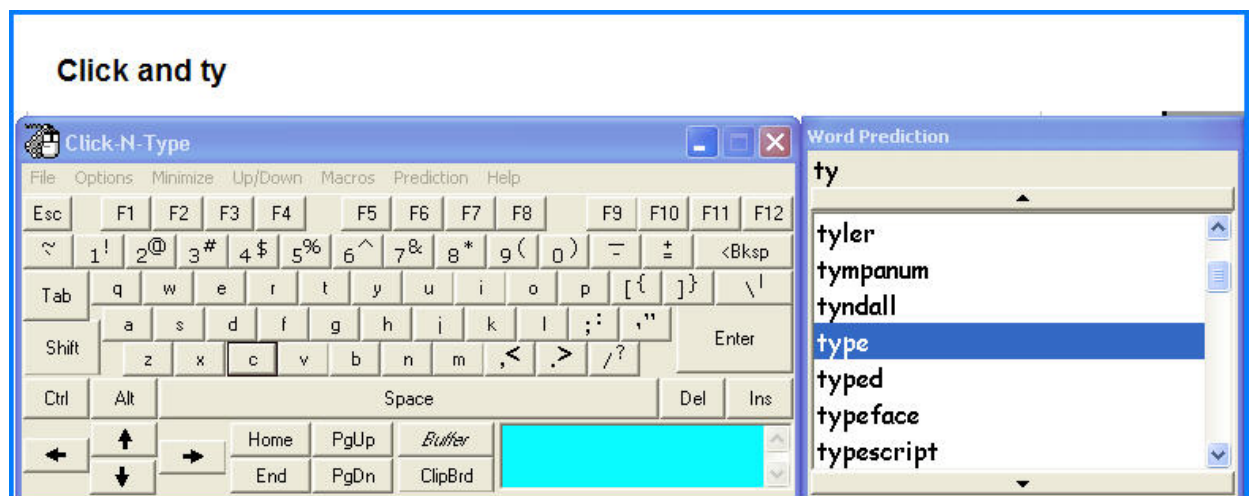


Figure 26: Click N Type is a powerful onscreen keyboard



To learn more about Click N Type select the following link: [This link opens the Click N Type tutorial](#) (or type this URL into your browser if you are using the paper-based version of this guide: <http://tinyurl.com/5jltgx>)

MouseTool

Who would benefit? MouseTool can help individuals who have repetitive strain injury (RSI) or find it difficult to click the buttons on a standard mouse. MouseTool can also help individuals who use a trackball by performing automated clicks.

MouseTool clicks the mouse for you. If you have difficulty clicking the left and right buttons on a mouse or a trackball, MouseTool will perform the mouse clicks for you. When you place or hover the mouse over an icon or menu, MouseTool will open or close it for you automatically.

MouseTool can perform automated double clicks, single clicks and right mouse button clicks.



Figure 27: MouseTool performs automated mouse clicks

It can also be set up to perform drag-and-drop. Another useful feature of MouseTool is that it helps to eliminate wrist strain and pain caused by using a mouse. MouseTool works with any mouse in any application.

Multimedia Tools

Recording Software: Audacity

Who would benefit? Audacity can help everyone.

Audacity is open source software for recording and editing sounds. This could be useful to learners who record lectures and need to edit them at a later stage. For example, if you record lectures with a digital recorder you can download the recording into Audacity, then edit the important parts you want to keep. Audacity is a great tool for saving audio to multiple formats, including MP3 for creating podcasts.

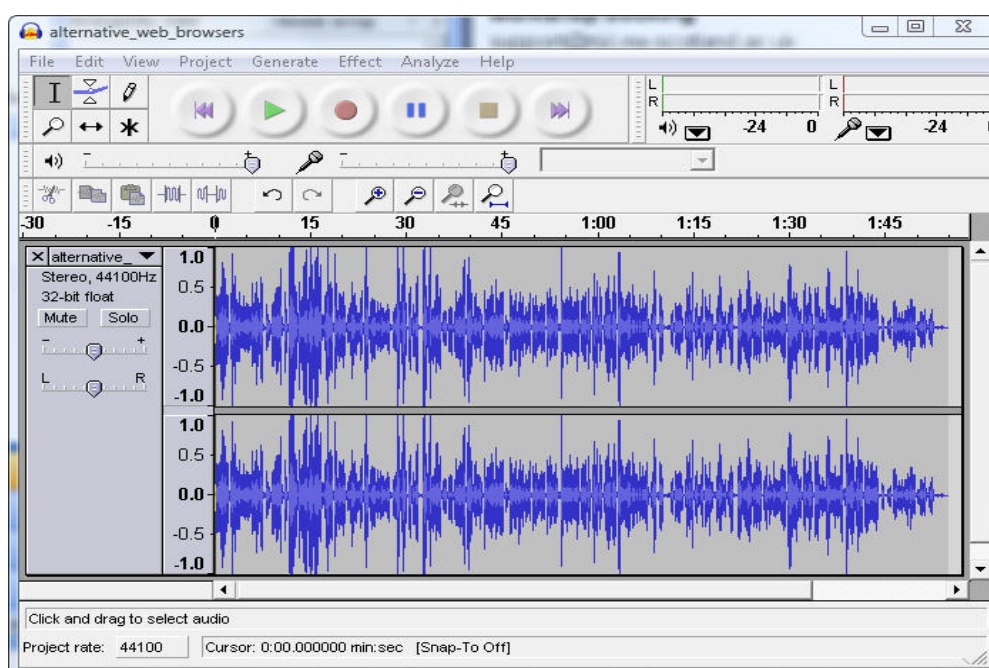


Figure 28: Audacity is a flexible open source audio editing program

Some of Audacity's features include:

- Record live audio from your computer
- Edit Ogg Vorbis, MP3, WAV or AIFF sound files
- Cut, copy, splice or mix sounds together
- Change the speed or pitch of a recording.



To find out the basics and get started with Audacity select the Audacity tutorial link [Audacity tutorial](#) (or type this URL into your browser if you are using the paper-based version of this guide: <http://tinyurl.com/6x9nyt>)

Presentation Tools

Wink

Who would benefit? Wink can help everyone.

Wink is screen capturing software that is often used for tutorial or presentation creation. Wink can be used to easily create tutorials on how to use software or applications. Wink includes features that allow you to capture screenshots, add buttons, explanations, title boxes and lots more.

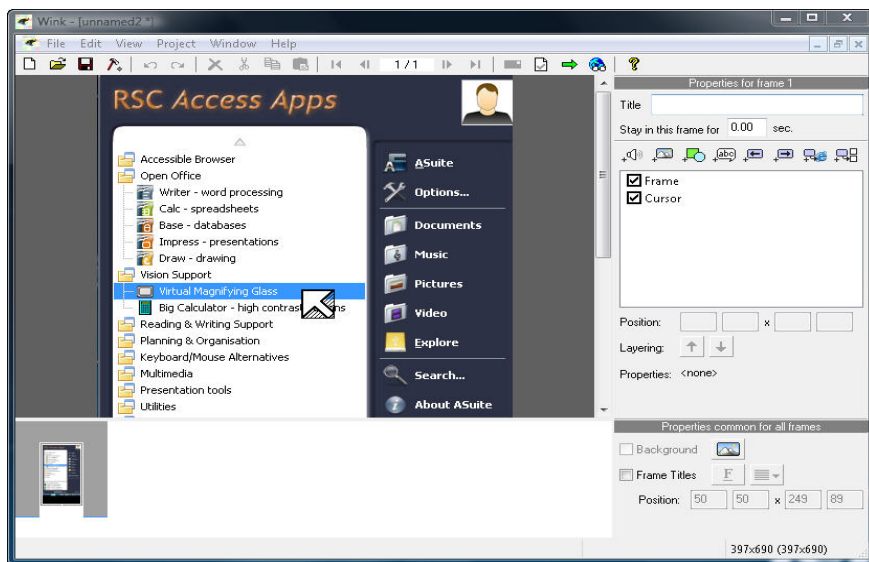


Figure 29: Wink Portable is screen capturing software

One of the advantages of Wink is that it has built-in easy-to-follow tutorials. To view a tutorial, go to the 'Help' menu, then select 'View Tutorial Project 1' and follow the instructions.

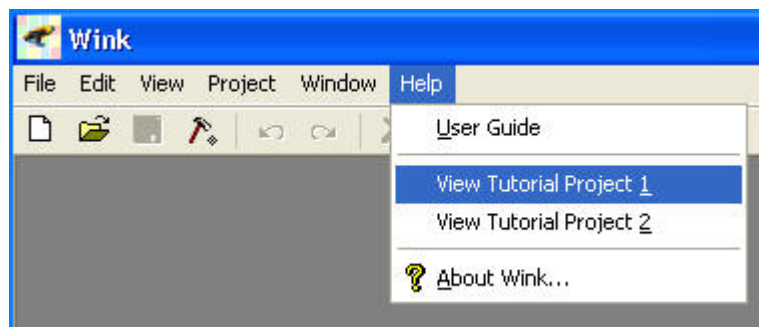


Figure 30: Wink has easy-to-follow tutorials

Desktop Publishing: Scribus

Who would benefit? Scribus can help everyone.

Scribus is a desktop publishing tool. With Scribus you can create documents, newsletters, flyers, posters etc. which look as if they have been professionally produced.

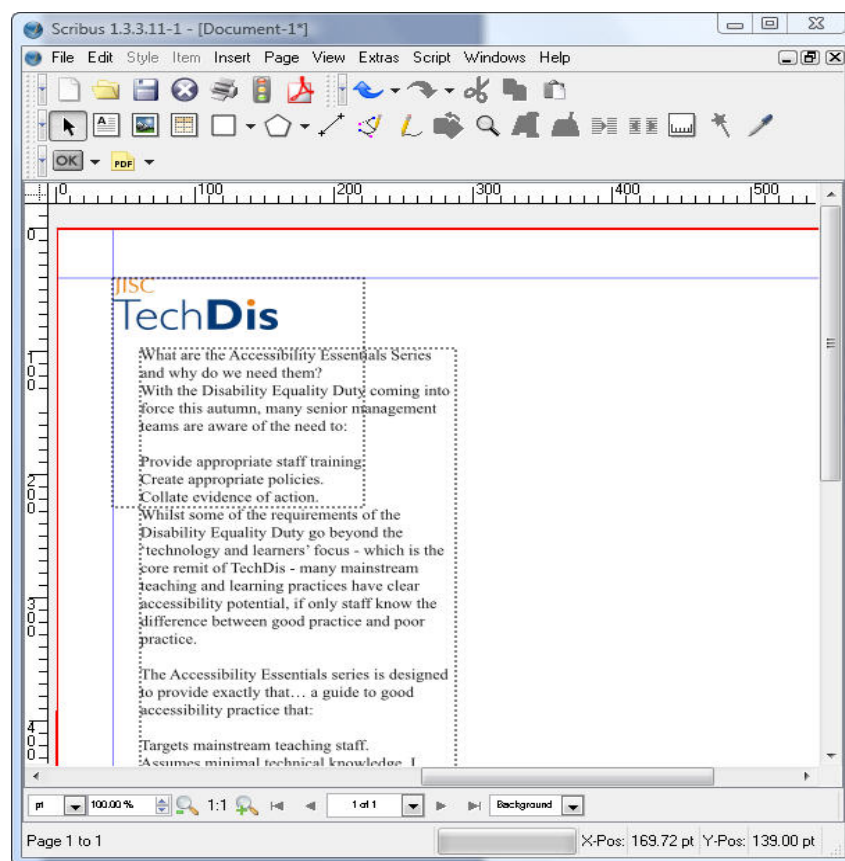


Figure 31: With Scribus you can create documents which look professional

Scribus offers a range of useful features such as single, double and multiple folds for newsletters and flyers. To ensure your documents are precise, Scribus features grid lines and rulers. You can insert digital images, and create your own shapes. You can also save your final documents in PDF format.

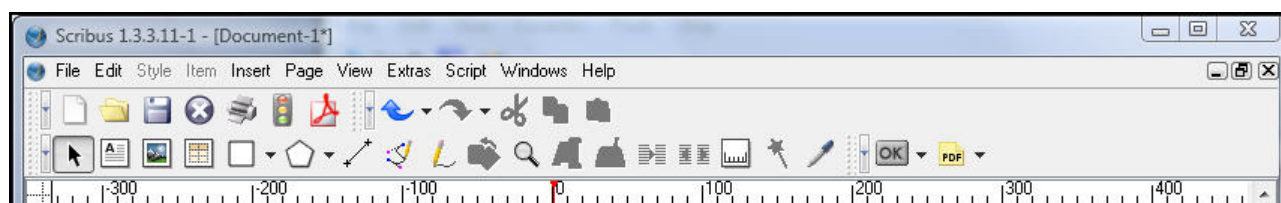


Figure 32: Scribus offers a range of flexible features

Utilities

Who would benefit? Utilities are the sorts of things that everyone may find useful.

What are utilities?

Utilities are programs which perform a very specific task. Operating systems such as Windows 2000, XP or Vista contain a number of utilities for managing security, file management, printers, USBs and other devices.

AccessApps features a range of utilities to enhance and maximise your portable USB drive:

- 7-Zip will compress and archive your files, similar to the popular WinZip program.
- ClamWin is a portable anti-virus program to ensure your portable files are free from viruses.
- KeePass allows you to secure your files and data from intruders by assigning passwords - which could be useful if you lose your USB portable stick!
- Converbar will help you convert almost anything that exists - words, weights and measurements, distance, etc. - why not give it a try?

Games

Learning is fun!

AccessApps also contains a number of interactive games but with an emphasis on learning. From Sudoku to surviving on a desert island, there's sure to be something to keep you amused after a hard day of studying!



Figure 33: One of the many exciting portable learning games

JISC TechDis: Accessibility Essentials

The JISC TechDis Service aims to be the leading educational advisory service, working across the UK, in the fields of accessibility and inclusion. JISC TechDis have published a series of guides to promote accessibility in the creation of electronic documents. Filled with step-by-step guides, hints and tips, Accessibility Essentials is an excellent easy-to-use resource which will help to ensure that all your Word documents, PowerPoint Presentations and PDF files are accessible and inclusive for everyone.

The Accessibility Essentials series consists of four publications:

1. Making Electronic Documents more Readable
2. Writing Accessible Electronic Documents with Microsoft Word
3. Creating Accessible Presentations
4. Writing Accessible Electronic Documents with Adobe Acrobat.



To find out more, go to the JISC TechDis section on the *AccessApps* menu or [visit the Accessibility Essentials website](#) (or type this URL into your browser if you are using the paper-based version of this guide:

<http://tinyurl.com/5w6mgj>)

Appendix 1: Description of all the Software on AccessApps

Open Office

Base: <http://www.openoffice.org/>

A database program similar to Microsoft Access. Base allows the creation and manipulation of databases, and the building of forms and reports to provide easy access to data for end-users. As with Access, Base may be used as a front-end to a number of different database systems, including Access databases (JET), ODBC data sources and MySQL/PostgreSQL.

Calc: <http://www.openoffice.org/>

A spreadsheet similar to Microsoft Excel with a roughly equivalent range of features. Calc provides a number of features not present in Excel, including a system which automatically defines series for graphing, based on the layout of the user's data. Calc is also capable of writing spreadsheets directly as a PDF file.

Draw: <http://www.openoffice.org/>

A vector graphics editor comparable in features to early versions of CorelDRAW. It features versatile "connectors" between shapes, which are available in a range of line styles and facilitate building drawings such as flowcharts. It has similar features to Desktop publishing software such as Scribus and Microsoft Publisher.

Impress: <http://www.openoffice.org/>

A presentation program similar to Microsoft PowerPoint. It can export presentations to Adobe Flash (SWF) files allowing them to be played on any computer with the Flash player installed. It also includes the ability to create PDF files, and the ability to read Microsoft PowerPoint's .ppt format. Impress suffers from a lack of ready-made presentation designs. However, templates are readily available on the Internet.

Math: <http://www.openoffice.org/>

A tool for creating and editing mathematical formulae, similar to Microsoft Equation Editor. Formulae can be embedded inside other OpenOffice.org documents, such as those created by Writer. It supports multiple fonts and can export to PDF.

Writer: <http://www.openoffice.org/>

A word processor similar in look and feel to Microsoft Word and offering a comparable range of functions and tools. It also includes the ability to export Portable Document Format (PDF) files with no additional software, and can also function as a WYSIWYG editor for creating and editing web pages.

Planning and Organisation

Freemind: http://freemind.sourceforge.net/wiki/index.php/Main_Page

A free mind mapping application written in Java. An XHTML export allows a user to create a mapped image with links to a folding outline.

Hott Notes: <http://www.hottnotes.com/>

Hott Notes is a free 'sticky notes' reminder program. You can place notes on your desktop, reminding you of important events every time you use the computer. Hott Notes have a simple, yet pleasant interface. Choose any colour, font, or translucency level for your notes. Also, create and use themes.

Sunbird: <http://www.mozilla.org/projects/calendar/sunbird/>

Mozilla Sunbird is a free, open source, cross-platform calendar application developed by the Mozilla Foundation, Sun Microsystems and many volunteers.

Reading & Writing Support

Amis DAISY Reader: <http://amis.sourceforge.net/>

AMIS is free of charge, open source DAISY book playback software. DAISY books are fully accessible digital talking books, although they are dependent on the original document's formatting and structure. AMIS will read information which has been saved with the '.ncc' or '.odf' file extension.

D-Speech: <http://dimio.altervista.org/eng/>

DSpeech is a text-to-speech program with the option of saving the output as a WAV or MP3 file, which is great for creating audio books from text sources. It also supports dynamically changing the features of the voices eg. insert pauses, emphasize specific words, spell them out etc. using tags.

Power Reader: <http://www.projectpossibility.org/viewProject.php?id=1>

Power Reader is a dyslexic text reader/learning tool, a graphical, interactive text reader integrated with computer text-to-speech whose level of focus, complexity, and detail is adjustable according to the user's needs.

RapidSet: <http://www.fxc.btinternet.co.uk/>

Allows quick and easy changing of the background and font colours, without having to go through Windows Screen Properties dialogs.

TheSage: <http://www.sequencepublishing.com/thesage.html>

A professional software package that integrates a complete dictionary and multifaceted thesaurus of the English language into a single and powerful language reference system.

TypeFaster Typing Tutor: <http://www.typefastertypingtutor.com/>

This free typing tutor teaches you how to touch-type. TypeFaster's on-screen display lets you keep your eyes on the monitor and off your keyboard as you work your way through the lessons. Various keyboard types (Dvorak, etc.) supported.

TypeFaster Accessible: <http://www.typefastertypingtutor.com/accversion.html>

The accessible version of TypeFaster is for visually impaired or blind users. It uses the excellent, free, text-to-speech engine: Flite, to provide continuous voice support. Currently, only the US-English keyboard layout is supported.

Vu-Bar: <http://www.fxc.btinternet.co.uk/>

A unique piece of software, provides an on-screen, slotted ruler. Useful with dyslexia, when the user skips lines or drops from one line to the next. This version allows the user to select the bar width, 25%, 50%, 75% or 100% of screen width and set the slot height to the required font size.

Visual Support

IE Appearance Editor: <http://www.webbie.org.uk/>

Easily choose the best font, colour scheme and appearance for your web pages using this simple tool.

QuickRes: <http://www.fxc.btinternet.co.uk/>

Quickly change resolution to low or medium and back to normal at the click of a button.

Sonar: <http://www.fxc.btinternet.co.uk/>

This package provides an expanded ring around the mouse pointer for users who have difficulty locating the pointer. Unlike the Windows XP version, this package places a permanent ring around the pointer. This version introduces the option to vary the colour of the Sonar ring.

Virtual Magnifying Glass: <http://magnifier.sourceforge.net/>

The fastest way to get a close-up of your screen. It's a one-click magnifying glass that will let you view every pixel of your screen in detail. When you start Virtual Magnifying Glass, it shows a magnifying glass, and it adds an icon to the system clock area of your desktop.

Accessible Browsers

BBC Listen Again & iPlayer: <http://www.webbie.org.uk/>

Listen to and enjoy all the programmes broadcast by the BBC in the last week. Also get all the BBC programmes available through iPlayer with just a few button-presses.

BBC Radio: <http://www.webbie.org.uk/>

This is a simple program designed to let you listen to BBC radio programmes that the BBC makes available through their website.

Gutenberg: <http://www.webbie.org.uk/>

Browse, download and read thousands of books completely free. Gutenberg lets you access the free public domain books proved by Project Gutenberg in an easy and accessible format. You can also use it to read long documents.

Firefox: <http://www.mozilla-europe.org/en/firefox/>

Mozilla Firefox is an open source web browser. It had 19.03% of the recorded usage share of web browsers as of June 2008, making it the second-most popular browser in current use worldwide, after Internet Explorer. Features include tabbed browsing, spell checker, incremental find, live bookmarking, an integrated download manager, and an integrated search system that uses the user's desired search engine. The developers of Firefox aimed to produce a browser that "just surfs the web" and delivers the "best possible browsing experience to the widest possible set of people."

Podcatcher: <http://www.webbie.org.uk/>

Listen to podcasts, audio recordings available for free over the Internet. This lets you listen to the podcasts and download them for listening later. These are audio files that you can listen to over the Internet or on a local computer or player.

Radio Tuner: <http://www.webbie.org.uk/>

Listen to any one of dozens of free live radio stations from all over the world.

RSS News Reader: <http://www.webbie.org.uk/>

Read RSS feeds, accessible ways to get news and info from your favourite sites with this accessible reader for blind and visually-impaired users..

Web Directory: <http://www.webbie.org.uk/>

Accessible Web Directory is a way to access the Open Directory Project, or ODP, through a screen-reader-friendly interface.

Webbie: <http://www.webbie.org.uk/>

A web browser for blind and visually-impaired people, especially those using screen readers. It is based on Microsoft's Internet Explorer to ensure that a maximum of sites work with it. It allows you access to the vast majority of webpages and tries to present all the information there simply and easily so you can explore and use the web fully.

Keyboard/Mouse Alternatives

Click N Type: <http://www.lakefolks.org/cnt/>

An on-screen virtual keyboard designed for anyone with a disability that prevents him or her from typing on a physical computer keyboard. As long as the physically challenged person can control a mouse, trackball, touch screen or other pointing device, this software keyboard allows you to send keystrokes to virtually any Windows application or DOS application that can run within a window.

Dasher: <http://www.inference.phy.cam.ac.uk/dasher/>

Dasher is an information-efficient text-entry interface, driven by natural continuous pointing gestures. Dasher is a competitive text-entry system wherever a full-size keyboard cannot be used.

MouseTool: <http://www.mousetool.com/index.html>

MouseTool clicks the mouse for you. If you have difficulty clicking the left and right buttons on a mouse or a trackball, MouseTool will perform the mouse clicks for you.

Multimedia Tools

ArtWeaver: http://www.artweaver.de/index.php?artweaver_en

Artweaver is a freeware raster graphics editor for Windows, mainly oriented to professional and amateur artists who are familiar with commercial programs like Adobe Photoshop and especially Corel Painter. Like the latter, Artweaver is capable of simulating a wide range of classical effects to create natural-looking artistic images. It also offers other advanced features like transparency and layers support; effect filters like sharpen, blur, emboss and mosaic; support for the most common file formats; standard image editing tools like gradient, crop, fill and selection tools.

Audacity: <http://audacity.sourceforge.net/>

Audacity is a free, easy-to-use audio editor and recorder for Windows. You can use Audacity to record live audio; convert tapes and records into digital recordings or CDs; edit Ogg Vorbis, MP3, WAV or AIFF sound files; cut, copy, splice or mix sounds together; change the speed or pitch of a recording.

Audiobook Cutter: <http://audiobookcutter.sourceforge.net/>

Split your MP3 audio books and podcasts in a fast and user friendly way. The split files can easily be used on mobile MP3 players because of their small-size. Their duration allows smooth navigation through the book. The split points are determined automatically based on silence detection. Because of this feature, long audiobook recordings can be cut into manageable albums with just a few clicks.

Gimp: <http://www.gimp.org/>

The GNU Image Manipulation Program, or GIMP, is a raster graphics editor used to process digital graphics and photographs. Typical uses include creating graphics and logos, resizing and cropping photos, altering colours, combining multiple images, removing unwanted image features, and converting between different image formats. GIMP can also be used to create basic animated images in GIF format.

UnFREEz: <http://www.whitsoftdev.com/unfreez/>

UnFREEz is a high-speed Windows application that will take any number of images, saved as separate GIF files, and create a single animated GIF from those images. Just drag and drop some GIF files from Explorer, set the frame delay time, and hit Make Animated GIF. UnFREEz will take care of the rest, including automatic interlacing and transparency detection.

VLC: <http://www.videolan.org/vlc/>

VLC media player is a free software media player written by the VideoLAN project. It is a portable multimedia player, encoder, and streamer supporting many audio and video codecs and file formats as well as DVDs, VCDs, and various streaming protocols. It is able to stream over networks and to transcode multimedia files and save them into various different formats.

Presentation Tools

CamStudio: <http://camstudio.org/>

CamStudio is a screencasting program for Microsoft Windows released as free software. The software renders videos in an AVI format. It can also convert these AVIs into Flash Video format, embedded in SWF files.

KompoZer: <http://kompozer.net/>

KompoZer is a complete web authoring system that combines web file management and easy-to-use WYSIWYG web page editing. KompoZer is designed to be extremely easy to use, making it ideal for non-technical computer users who want to create an attractive, professional-looking web site without needing to know HTML or web coding.

Scribus: <http://www.quate.net/newsnet/read.php?id=31>

Scribus is a desktop publishing (DTP) application. It is designed for flexible layout and typesetting, and the ability to prepare files for professional quality image setting equipment. It can also create animated and interactive PDF presentations and forms. Example uses include writing small newspapers, brochures, newsletters, posters and books.

Wink: <http://www.debugmode.com/wink/>

Wink is a Tutorial and Presentation creation software, primarily aimed at creating tutorials on how to use software (like a tutor for MS-Word/Excel etc). Using Wink you can capture screenshots, add explanations boxes, buttons, titles etc and generate a highly effective tutorial for your users.

Utilities

7-Zip: <http://www.7-zip.org/>

7-Zip is an open source file archiver. It operates primarily with the 7z archive format, as well as being able to read several other archive formats (zip, rar, etc.). 7-Zip was the winner of the SourceForge.net 2007 community choice awards for "Technical Design" and for "Best Project".

Accessible PDF: <http://www.webbie.org.uk/>

Convert PDF files into HTML, or just read them as plain text in your screenreader.

ClamWin: <http://www.clamwin.com/>

ClamWin is a Free Antivirus for Microsoft Windows. It provides a graphical user interface to the Clam AntiVirus engine. It features high detection rates for viruses and spyware and regular virus database updates. The ClamAV team regularly updates virus databases to include a new virus/variant immediately after it appears.

Converber: <http://www.xyntec.com/converber.htm>

Converber is a unit converter. It is a powerful software utility that will help make easy conversions between 1208 various units of measure in 32 categories. Converber converts everything from length and force to flow and temperature.

KeePass: <http://keepass.info/>

KeePass Password Safe is a free, open source, light-weight and easy-to-use password manager for Windows. You can store your passwords in a highly-encrypted database, which is locked with one master password or key file.

Sumatra PDF: <http://blog.kowalczyk.info/software/sumatrapdf/>

Sumatra PDF is a slim, free, open-source PDF viewer for Windows. It has a minimalistic design. Simplicity has a higher priority than a lot of features. It's small and starts up very fast.

TopOCR: <http://www.topocr.com/>

TopOCR is an Optical Character Recognition (OCR) application. The OCR results can contain both image and text, and is compatible with MS Word. Results can be saved in searchable PDF, plain text or audio through the Text To Speech Interface. The application contains both a full featured image editor/viewer and a word processor for saving and editing the output.

Games

Anagramarama: <http://www.coralquest.com/anagramarama/>

A free word game - the aim is to find as many words as possible in the time available. Get the longest word and you'll advance to the next level.

Jooleem: <http://jooleem.sourceforge.net/#Downloads>

Jooleem is a simple yet extremely addictive puzzle game. There is only one rule: click on four marbles of the same color that form a rectangle. Time is constantly running out, but you can earn time (and points) by forming rectangles. The larger the rectangle, the more time and points are won.

Othello: http://www.cylog.org/games_3.asp

This is an implementation of the classic Othello game, where you can pit your skills against the computer player.

Stranded II: http://www.unrealsoftware.de/game_stranded2.php

In this game, you're stranded on a deserted island and have to use your wits to explore and survive.

Sudoku: <http://www.easysw.com/~mike/sudoku/index.html>

Sudoku is a simple number-based puzzle/game played on a 9x9 grid that is divided into 3x3 subgrids. The goal is to enter a number from 1 to 9 in each cell so that each number appears only once in each column and row. In addition, each 3x3 subgrid may only contain one of each number.

Installable Software

Thunder: <http://www.screenreader.net/>

*Thunder Screenreader is a software tool that makes the computer speak. Without needing to see the screen you will be able to write letters and documents, hear what you have typed letter by letter or word by word, change the speed and voice, and repeat what you have just heard and more. **NOTE:** This is not portable software - you will need to install this onto your computer.*

Appendix 2: JISC Regional Support Centres and JISC TechDis

13 JISC Regional Support Centres operate throughout the UK. To find your local RSC, please choose from the following list. There is only one TechDis!

JISC RSC Eastern
Anglia Ruskin University
CU House, Southernhay
Basildon, Essex, SS14 1EZ
T: 01268 273277
support@rsc-eastern.ac.uk

JISC RSC East Midlands
Loughborough College
Radmoor Road
Loughborough, LE11 3BT
T: 01509 618110
support@rsc-em.ac.uk

JISC RSC London
ULCC
20 Guilford St
London WC1N 1DZ
T: 020 7692 1637
admin@rsc-london.ac.uk

JISC RSC Northern
University of Sunderland
The Industry Centre
Colima Avenue
Enterprise Park West
Sunderland, SR5 3XB
T: 0191 515 2917
support@rsc-northern.ac.uk

JISC RSC Northwest
2nd Floor, Bailrigg House
Lancaster University
LANCASTER, LA1 4YE
T: 01524 593797
support@rsc-northwest.ac.uk

JISC RSC South East
D Block, Keynes
University of Kent
Canterbury, CT2 7NP
T: 01227 827091
support@rsc-southeast.ac.uk

<p>JISC TechDis The Higher Education Academy Building Innovation Way York Science Park York YO10 5BR.</p>

JISC RSC South West
University of Plymouth
Babbage Room 316
Drake Circus
Plymouth, PL4 8AA
T: 01752 233899
support@rsc-south-west.ac.uk

JISC RSC YH
44 Clarendon Road
Leeds, LS2 9PJ
T: 0113 343 1000
support@rsc-yh.ac.uk

JISC RSC Scotland North & East
Edinburgh's Telford College
350 West Granton Rd
Edinburgh, EH5 1QE
T: 0131 559 4112
support@rsc-ne-scotland.ac.uk

JISC RSC Scotland South and West
1 Todd Campus
West of Scotland
Science Park
GLASGOW G20 0XA
T: 0141 585 0022
support@rsc-sw-scotland.ac.uk

RSCni
Queen's University Belfast,
Riddel Hall,
185 Stranmillis Road,
Belfast, BT9 5EE
T: 028 9097 4264
support@rsc-ni.ac.uk

JISC RSC Wales
Swansea University
Singleton Park
Swansea, SA2 8PP
01792 295959
support@rsc-wales.ac.uk

RSC West Midlands
Technology Centre
Wolverhampton Science Park
Glaisher Drive
Wolverhampton WV10 9RU
T: 01902 518982
support@rsc-wm.ac.uk