

Read me First

This document is an introduction to your computer and a few of the various features it allows. Computers for the Blind does not offer training classes for using the keyboard or programs further than what is explained in this document. If you would like computer training, you can contact your local or state agency, your local Lighthouse for the Blind, or www.acb.org to find free classes and training. This computer will be set up with the accessible software that you need. If you are blind, a screen reader is installed and set to auto start when the computer turns on. If you have partial sight, a screen magnifier will auto start when the computer turns on. If neither of these programs auto start, please contact us at 214-340-6328. For more information on these programs you can search our Help folder or our Additional Training folders on the Desktop.

Please read our CFTB Warranty file after you have read this file. This document describes our warranty that you agree to by using this computer, and the service that you can get to fix any problems.

Another very important file is the “Setup Freedom Scientific Portal” document on the desktop. This document addresses the important points of the Annual License for JAWS or ZoomText that applies to your computer, and how to manage and activate new licenses after the first year license expires.

This next section will outline how to perform some basic tasks on this computer. For a complete list of the software installed on this computer, open the “Software Inventory” document in the Help folder.

Browsing the Internet

Your computer has a couple different browsers installed to browse the internet. The one we recommend is Microsoft Edge. This program is located on the Desktop. Press WIN Key+D, then E, then enter to open it. The homepage is the Google search page, from which you can search for almost anything on the internet, or navigate to other websites.

Listening to Music or Watching DVD's

If you insert a CD or DVD into your computer that have music or movies on them, they will open automatically in VLC Media Player or Windows Media Player and begin playing. These are simple media players that allows you to enjoy your media. Some laptops will not have DVD drives, and will lack this functionality.

Creating Documents

LibreOffice is installed on this computer to let you create documents and spreadsheets. It will open any Microsoft Office file and let you edit them. Files created in LibreOffice can also be opened in Microsoft Office. Open LibreOffice by pressing WIN Key+D, then L, then enter. From the LibreOffice start screen, enter the Menu by pressing Alt, then from File choose New. You will find a list of types

of documents that you can create. Pressing Control Key+S at any time while editing will save the file.

Getting Email

You can access email from several different places. You will first need to sign up for an email address if you have not already done so. You can do this by going to www.gmail.com (Google) or www.outlook.com (Microsoft) in your internet browser to create a new email address. The best place to access your email are those same websites after you have created an address. You can also use the Mail app, located in your Start Menu. This is a more advanced and feature full app but it is not 100% accessible.

If at any time you need Technical help or Support with any parts of your computer, you can contact us to find answers. Call us at 214-340-6328 or email us at service@computersfortheblind.org. However, before you contact us, go through the following suggestions to see if they can answer your question:

- JAWS Questions
 - Read the JAWS Training Bundle
- Microsoft Questions (Windows 10, Internet Explorer, etc)
 - Contact the Microsoft Accessibility Hotline at 800-936-5900
- Questions about other software on the computers
 - Search online for the company's website or hotline
 - Contact our Customer Service

If these suggestions did not answer your questions, please contact us!

Documentation

We have provided a lot of documentation with your new computer. We try to keep everything as up to date as possible, however, as we are a small organization, it is sometimes hard. If you find any errors or outdated information in the files on the computer, please email us at info@computersfortheblind.org. Describe which document you are looking at, as well as what information is incorrect. We welcome your feedback and will use it to improve these documents.

Up to date versions of these documents are always available on our website, www.computersfortheblind.org. Find the "Consumer Services" page and click "Find Resources"

Many other important information can be found at our website www.computersfortheblind.org. Use it as a resource and refer others to it as well.

Enjoy your computer!