

# 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](http://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, search our Help folder, or our Additional Training folders on the Desktop.

Please read some additional documents after this one. On the Desktop you will find the CFTB Warranty and Typing Teachers files. These two documents will describe our warranty that you agree to by using this computer, and how you can get Typing Tutorials for a discount to learn how to type on the keyboard from your own home.

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, look in the Software Inventory folder located in the Help folder.

## Browsing the Internet

Your computer has a couple different browsers installed to browse the internet. The one we recommend is Google Chrome. This program is located on the Desktop. Press WIN Key+D, then G, then enter to open it. The homepage is Good Search. This search engine works like Google, as you can enter keywords to find information and websites, but it also benefits Computers for the Blind. Every search you perform donates a penny to us. The more searches you do, the more donations we receive, and we can continue to help others just like you use a computer.

## 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 and begin playing. This is a simple media player that allows you to enjoy your media.

## Burning a CD or DVD

If the DVD drive that is supplied with your computer can burn CD's or DVD's, you can write files to them. Insert the disk and find the files that you want to put on the disk. Open the file menu (right click with mouse or click menu key next to right control key). Choose Send To from the list, then choose the DVD Drive. It will open a burn dialog box. Enter a name for the disk, leave Use like USB selected, then click next. You can continue to add files to the disk until it is full. If you ever find that the DVD Drive does not open by pressing the button on it, you can also open the drive by pressing 'Control Key'+ 'Alt Key'+ 'Z'.

## 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. We have installed Mozilla Thunderbird email client to give you a local program to access email. You will still 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](http://www.gmail.com) (google) or [www.outlook.com](http://www.outlook.com) (microsoft) in your internet browser to create a new email address. Another 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.net](mailto:service@computersfortheblind.net). 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 volunteer team it is sometimes hard. If you find any errors or outdated information in the files on the computer, please email us at

[info@computersfortheblind.net](mailto:info@computersfortheblind.net). 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](http://www.computersfortheblind.org). Look under the Get a Computer menu for our Resources page.

Many other important information can be found at our website [www.computersfortheblind.org](http://www.computersfortheblind.org). Use it as a resource and refer others to it as well.

Enjoy your computer!