

Dolphin GuideConnect Training Course (v1.08)



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Introduction to the course

Welcome to the GuideConnect Software Training Course.

This course is designed to give you the experience you need to inform clients on GuideConnect product features and deliver effective product training.

By completing this course, you'll discover the range of features available in GuideConnect. The course covers:

- The process to unlock and activate GuideConnect
- How to navigate GuideConnect menus using mouse, keyboard, touchscreen and the Dolphin remote
- The process required to make an Internet connection
- How to link GuideConnect to an email account and how to perform common email tasks
- How to write, spell check, save and print letters and documents.
- How to find, open, navigate and read a web page
- How to enable and configure a scanner and a camera so that it can work with GuideConnect
- How to download, open and read content from online libraries or from devices such as a USB memory stick or Daisy player.
- The process of adding, editing and deleting entries from the Address Book.
- The process of adding, editing and deleting events in the Calendar.
- How to find, select and play radio stations and podcasts
- The components available through the Tools menu and how they are used.
- How to navigate through the files and folders in the File Explorer and perform common file management tasks
- The types of printing that can be performed using GuideConnect

Please read the course material and answer all the accompanying questions for each section.

For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Unlocking and activating

Objectives

By the end of this section, you will be able to:

- Understand the difference between Unlocking and Activating GuideConnect.
- Identify the duration of the trial period and understand what happens when the trial period expires.
- Explain the processes to unlock and activate GuideConnect.

Please read the following sections and answer the accompanying questions.

Unlocking and activating

The unlocking and activation menus allow you to convert your trial to a full license and register your license with Dolphin. If you have a full version of the product, you will be asked to activate your license. You will need to activate your license within 30 days if you would like to continue using the product.

The options available in the Activation menu are:

- **Activate now.** This option allows you to activate your license. Once you select this option, you will be provided with three options:
 1. **Internet activation.** This option is the simplest way to activate your license. After selecting Internet activation, the product will connect to the Internet and activate your license for you. Please note, your computer needs to be connected to the Internet in order to use Internet activation.
 2. **Manual activation.** This option allows you to activate your license by entering an activation code. To get an activation code, you need to contact your Dolphin dealer and read your 30 digit product code to them.
 3. **Display product code.** This option displays your 30 digit product code. You only need to know your product code if you are choosing to activate your license manually.
- **Activate later.** This option allows you to continue using the product without registering it. Please note, the 'Activate later' option will only be available for 30 days, after which you will need to activate your license to continue using the product. Once you select 'Activate later', you will be taken to the product's Main menu.
- **Exit.** This option allows you to close the product. Once you select 'Exit', you will be provided with three options. Choose 'exit' to close the product and return to the Windows desktop. Choose 'shut down' to close the product and turn your computer off. Or choose 'restart' to close the product and restart your computer.

If you are running a trial version of the product, you will be asked if you would like to unlock the product when you open it. The options available in the Unlock menu are:

- **Unlock now.** This option allows you to enter a code to unlock your trial version into a full version of the product. You need to enter an unlock code if you wish to continue using the product after your 30 day trial is finished. Once you select 'Unlock now', you will be asked

to enter your 25 digit unlock code. To purchase an unlock code, please contact your Dolphin dealer.

- **Unlock later.** This option allows you to continue using the product as part of your 30 day trial. Please note, the 'Unlock later' option will only be available for 30 days, after which you will need to unlock the product to continue using it. Once you select 'Unlock later', you will be taken to the product's Main menu.
- **Exit.** This option allows you to close the product. Once you select 'Exit', you will be provided with three options. Choose 'exit' to close the product and return to the Windows desktop. Choose 'shut down' to close the product and turn your computer off. Or choose 'restart' to close the product and restart your computer.

Quiz

Based on the information provided in the previous section:

1. Who do you contact to obtain an unlock code for GuideConnect?
2. How many days can you use GuideConnect before you must activate the product?
3. What are the two processes you can follow to activate GuideConnect? How do these processes differ?

Main menu and getting started

Objectives

By the end of this section, you will be able to:

- Describe the function of each Main menu item.
- Recognize the three different methods you can use to control GuideConnect.
- Explain the purpose of the Help and information option and describe the different ways you can access this feature
- Explain how to setup and activate the voice input feature and provide examples where you might use this input method.
- Explain the different ways you can change basic settings like zoom level, voice speed and volume using the three different methods to control GuideConnect.
- Understand the types of network supported by GuideConnect.
- Explain the processes required to make an Internet connection.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Main menu

The Main menu allows you to find all of GuideConnect's features and settings. There are ten main items on the main menu. These are:

- **Emails.** This option allows you to send and receive emails.
- **Letters and documents.** This option allows you to write letters and documents.
- **Websites.** This option allows you to open websites to find information from the internet.
- **Scanning and camera.** This option allows you to read and magnify text and images from a scanner or camera.
- **Books and news.** This option allows you to find, download and read books and newspapers.
- **Address book and calendar.** This option allows you to use the address book and calendar features.
- **Entertainment.** This option allows you to listen to your favorite radio stations and podcasts.
- **Tools.** This option includes calculator, dictionary, training resources, back-up and restore, support and information about GuideConnect.
- **Settings.** This option allows you to change all of the settings used in GuideConnect, including the voice, colors and more.
- **Exit GuideConnect.** This option allows you to turn GuideConnect off.

Help and Information

The Help and information screen includes an option to open the help page for the feature you are using and information about your device.

You can open Help and information from any screen by pressing F3 on your keyboard, clicking or tapping the yellow 'i' button using a mouse or touch screen, or pressing the B button on your Dolphin Remote.

The Help and information screen includes:

- **Help.** This option opens the help for the feature you are currently using.
- **Today.** This option reads the current time back to you and tells you if you have any events in your calendar for today.
- **Battery.** This option announces the current battery level. This option is not available if the device you are using does not include a battery (e.g. if you are using a Desktop PC or if you are using the product on a Pod).
- **Internet.** This option allows you to connect to a wired or wireless internet network.
- **Notifications.** This option announces whether you have any new notifications. Notifications are used to give you important information. Notifications include an email has been sent to you, a reminder for an event in your calendar, your book download has completed, your battery is running low and more.

Using a keyboard

Below are the important keys for controlling GuideConnect using a keyboard:

- **DOWN ARROW.** Moves to the next item on the screen.
- **UP ARROW.** Moves to the previous item on the screen.
- **ENTER.** Selects the current item.
- **ESCAPE.** Goes back to the previous screen.
- **F1.** Opens the Help page for the feature you are currently using.
- **F2.** Opens the Actions menu for the feature you are using. For example, if you are in writing an email, pressing F2 will give you options to send the email, save the email, add attachments and more. If actions are available on a particular screen, the voice will announce “there are actions available” when the screen opens.
- **F3.** Opens Help and Information. This includes information about your device, such as the current time, the battery level, whether you are connected to the Internet and whether you have any new notifications.
- **F4.** Announces the currently selected item.
- **CTRL.** If the voice is speaking, pressing CTRL will temporarily stop the speech.

You can also use the keyboard to change some of the product’s settings:

- **F7.** Decreases your device's volume by 10%.
- **F8.** Increases your device's volume by 10%.
- **F9.** Decreases the voice speed.
- **F10.** Increases the voice speed.
- **F11.** Increases the zoom level.
- **F12.** Decreases the zoom level.

A complete list of keyboard shortcut keys is available in the Training menu. To open this list, from the main menu:

1. Select ‘Tools’.
2. Select ‘Training’.
3. Select ‘Shortcut keys’.

Using voice input

If you have a microphone connected to your computer, you can use your voice to enter text into edit areas and search the web. Before you begin using voice input, please ensure you have a microphone connected to your computer and selected in the Speech and audio settings.

To dictate text, while you are in an edit area:

1. Press the F6 key on the keyboard, or click the Voice Input button near the top right of the screen.
2. A sound will play, indicating that you can start to dictate your text.
3. Speak the text you would like to enter into the microphone.
4. Once you have finished speaking, wait for 3 seconds, then a second sound will play. The text you have spoken will then be entered into the edit area and read back to you.

NOTE: In addition to dictating words and phrases, you can also dictate punctuation such as commas and periods.

To search the web using your voice:

1. Open a web page in GuideConnect
2. Press the F6 key or click the Voice Input button near the top right of the screen.
3. A sound will play. Speak your chosen search term into your microphone, for example “Cake recipes”.
4. Once you have finished speaking, wait for 3 seconds, then a second sound will play. GuideConnect will then open a Google search page with information relevant to your search term. Use UP and DOWN to read the information.

Using a Dolphin Remote control

Here is an overview of the buttons and functions of the remote control:

- **Large circular pad.** The large circular pad is used to move to the next and previous items on the screen.
- Press the right edge of the circular pad to move to the next item on the screen.
- Press the left edge of the circular pad to move to the previous item on the screen.
- **OK button.** The OK button selects the option which is currently highlighted. The OK button is located in the center of the large circular pad.
- **Back button.** Use the Back button to go back to the previous screen. To find the Back button, locate the hollow below the large circular pad. The Back button is located to the left of the dimple.
- **Speaker button.** The Speaker button starts and stops GuideConnect from speaking. To find the Speaker button, locate the dimple below the large circular pad. The Speaker button is located to the right of the dimple. If GuideConnect is talking, you can use this button to temporarily stop it talking. You can then press the Speaker button again to make GuideConnect repeat what it was saying.
- **Actions button.** The Actions button opens the Actions menu. The Actions button is labelled with a capital ‘A’ and is located at the top left corner of the remote. Pressing this button opens the Actions menu for the feature you are using. For example, if you are writing an email, pressing the Actions button will give you options to send the email, save the email, add attachments and more. If actions are available on a particular screen, GuideConnect will announce “there are actions available” when the screen opens.
- **Help and information button.** The Help and information button opens the help and information screen. The Help and information button is labelled with a capital ‘B’ and is located near the top right of the remote. The Help and information screen includes information about your device, such as the current time, the battery level, whether you are connected to the Internet and whether you have any new notifications.
- **Plus and minus buttons.** The Plus and Minus buttons control GuideConnect’s volume and zoom levels. To find the Plus and minus buttons, locate the dimple below the large circular pad. Below the dimple is a long button stretched across the width of the Dolphin Remote.

The left side of the button is the Minus button and the right side of the button is the Plus button.

To change the volume, press the Plus or Minus button.

To change the zoom level, hold the Plus or Minus button for a few seconds.

You can use the Dolphin Remote to type text. When you need to type, a keyboard will be displayed on the screen. To enter text, use the large circular pad to navigate through the different characters, then press OK to type the selected character.

Using a touchscreen

If you are using a Tablet or a touch screen monitor, you can use the touch screen to control GuideConnect.

To control GuideConnect using a touch screen:

- **Single tap on an item.** Announces the item you clicked on.
- **Double tap on an item.** Selects the item you clicked on.
- You can also control GuideConnect using the touch screen buttons located on the left and right edges of the screen to explore the options.
- **Next / Previous buttons.** Located at the left and middle right edges of the touch screen. Tapping the Next and Previous buttons will move to the next and previous items on the screen.
- **OK button.** Located at the bottom right of the screen. Tapping the OK button will select the current item.
- **Back button.** Located at the bottom left of the screen. Tapping the Back button will take you back to the previous screen.
- **Actions button.** The Actions button is a blue button located at the top left corner of the screen when actions are available. Tapping this button opens the Actions menu for the feature you are using. For example, if you are writing an email, tapping the Actions button will give you options to send the email, save the email, add attachments and more. If actions are available on a particular screen, the voice will announce “there are actions available” when the screen opens.
- **Help and information button.** The Help and information button is a yellow button located at the top left corner of the screen. Tapping this button opens information about your device, such as the current time, the battery level, whether you are connected to the Internet and whether you have any new notifications.
- **Voice input button.** The voice input button is a green button located near the top right corner of the screen. Tapping this button allows you to dictate text into edit areas with GuideConnect. If voice input is available on a particular screen, the voice will announce either "voice dictation is available" or "voice search is available" when the screen opens.
- You can also use the touch screen to start and stop GuideConnect from speaking and zoom into the screen:
- **Start and Stop Speech.** Tap the screen once with two fingers.
- **Zoom in.** Hold two fingers on the screen then spread them further apart.
- **Zoom out.** Hold two fingers on the screen then pinch them together.

You can use the touch screen to type text. When you need to type, a keyboard will be displayed on the screen. To enter text, you can either:

- Single tap on a key to enter it. Or,
- Hold your finger on the on screen keyboard and move it around. The voice will read each character under your finger. When you find the character you wish to type, remove your finger and the character will be entered.

Connecting to the Internet

The Internet connection settings allow you to connect to a wired or wireless Internet network. The options available in the Internet connection settings are:

Wired connection. If you have chosen to connect your computer to the Internet by inserting an internet cable, this option allows you to view information about the wired network you are connected to.

Wireless connection. This option allows you to connect your computer to a wireless Internet network. Once you select this option, the voice will announce whether you are already connected to a wireless network, and provide the option to open a list of available networks for you to choose from.

To connect to a network

1. Choose 'List of available connections'.
2. Choose the network you would like to connect to from the list of available networks.
3. Type the password for the network and then press ENTER. The password can usually be found on the back of the wireless router.
4. A message will be displayed to announce whether you are successfully connected to the network or not.

Quiz

Based on the information provided in the previous sections:

1. How many items appear on the Main menu?
2. You can operate GuideConnect using a keyboard, mouse, touchscreen and what other device?
3. What keyboard command opens the Help and information feature?
4. What are the system requirements for voice input?
5. What are the touchscreen gestures that change the zoom level?
6. Understand the types of network supported by GuideConnect.
7. Explain the processes required to make an Internet connection.

Email

Objectives

By the end of this section, you will be able to:

- Understand what you require and the process you follow to link GuideConnect to an email account.
- Describe how to perform common email tasks like composing a new message, saving an unsent message, replying to a message and forwarding a message.
- Describe how to perform common management tasks like moving, deleting and printing messages.
- Describe how you add an attachment to a message and how you view a received attachment.
- Understand the file types you can send, and receive, as attachments in email messages.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Email Menu

The Email menu allows you to send email messages to friends and family members. Using emails, you can send messages, pictures, documents and more to another person over the internet. Emails are sent from one person to another using an email address.

In order to use the email feature, you need to have an existing email account already setup.

To add your existing email account to GuideConnect, you will need to know your email address, your email account password and be connected to the Internet.

To set up your email account

1. From the Main menu, choose 'Email'.
2. The first time you use the email feature, you will be asked if you would like to setup your email account. Choose 'Yes' to set up your email account.
3. You will be asked to complete the following information:
 - **Email address.** Type your full email address into this field including the '@' symbol, then press ENTER to continue.
 - **Name.** Type your name into this field, then press ENTER to continue.
 - **Username.** Type your email username into this field, then press ENTER to continue. Your username is normally the same as your email address.
 - **Password.** Type the password used to log in to your email account into this field, then press ENTER to continue.
 - **Verification code.** Some email accounts (such as Gmail accounts) require verification from the email service provider before they can be set up with GuideConnect. If your email

account requires verification, a web page will be displayed to allow you to verify your email account.

4. Once you have completed all the information, GuideConnect will check that your settings have been recognized and will start looking for emails from your account. It may take up to 10 minutes for this process to be completed. Your email account will now be ready to use.

To write a new email, from the Email menu:

1. Choose 'Write new email'.
2. Choose who you want the email to be sent to. You will be provided with the option to select someone from your address book or type an email address manually.
3. Type the subject of your email. The subject should be a very short description of what the email is about.
4. An edit area will be displayed and you can start to write your email message

Once you have finished writing your message, open the Actions menu for more options. The actions available are:

- **Send.** This option sends the email to all recipients.
- **View recipients.** This option opens a list of all the people you are sending the email to. If you want to send the email to another person, open the Actions menu from within this list and choose 'Add recipient.'
- **Change subject.** This option allows you to change the subject of your message.
- **Spell check.** This option checks the email for spelling mistakes before you send it.
- **Save to drafts.** This option saves the email to your 'drafts' folder so you can send it later.
- **Add attachment.** This option opens a list of attachments that you have added to your email, such as photos or documents. If you haven't added any attachments, this list will be empty. To add an attachment, open the Actions menu whilst in this list, then choose 'Add attachment' and then select the file you would like to attach to the email. Please note, you will only be able to add attachments which are supported by GuideConnect. This includes documents (RTF, DOC, DOCX, PDF, TXT) and images (JPG, PNG, BMP, GIF). You will not be able to add attachments which are spreadsheets or presentation slides.
- **Print.** This option allows you to print your email.

The email menu includes the following options:

- **Write new email.** This option allows you to write a new message to a friend or family member.
- **Inbox.** This option allows you to read and reply to messages which have been sent to you.
- **Folders.** This option allows you to open messages which you have saved to a different folder.

To dictate an email

If you have a microphone connected to your computer, you can dictate an email message using your voice. Before you begin dictating, please ensure you have a microphone connected to your computer and selected in the Speech and audio settings.

To enter some text into an email message using your voice, while you are writing an email:

1. Move the cursor to the position in your message where you would like to enter text.
2. Press the F6 key on the keyboard, or click the Voice Input button near the top right of the screen.
3. A sound will play, indicating that you can start to dictate your text.
4. Speak the text you would like to enter into the microphone.
5. Once you have finished speaking, wait for 3 seconds, then a second sound will play. The text you have spoken will then be entered into your email message from the current cursor position and read back to you.

NOTE: In addition to dictating words and phrases, you can also dictate punctuation such as commas and periods.

To read an email that you have received, from the Email menu:

1. Choose 'Inbox'. The inbox is a list of all the emails you have received.
2. Select an email from your inbox. The email message will be opened and read back to you.

Once you have opened the email, open the Actions menu for more options. The actions available are:

- **Check for new mail.** This option allows you to check if you have any new messages.
- **Reply.** This option allows you to write a message back to the person who sent the email to you. After selecting 'Reply', you will be able to type your message. Once you have finished typing your message, use the Actions menu to send your message or for more options.
- **Reply all.** This option allows you to write a message back to all of the people that the email was sent to. After selecting 'Reply all', you will be able to type your message. Once you have finished typing your message, use the Actions menu to send the message or for more options.
- **Forward.** This option allows you to send the message to another person. After selecting 'Forward' you will be asked who you would like to send the message to. GuideConnect will provide the option for you to select someone from your address book or type an email address manually. You will then be able to type your message. Once you have finished typing your message, use the Actions menu to send the message or for more options.
- **Add sender to address book.** This option allows you to add the person who sent the email to you to your address book.
- **Move to folder.** This option allows you to move the message from your inbox to another folder. After you select this option, GuideConnect will provide a list of email folders for you to choose from. Once you select a folder, the message will be moved to that folder.
- **View attachment.** This option opens a list of all the attachments which were sent with the message. Select an attachment to open it, or use the Actions menu to save it. Please note, you will only be able to view attachments which are supported by GuideConnect. This includes documents (RTF, DOC, DOCX, PDF, TXT) and images (JPG, PNG, BMP, GIF). You will not be able to view attachments which are spreadsheets or presentation slides.
- **Delete.** This option allows you to delete the message from your inbox.
- **Print.** This option allows you to print the message.

- **Search.** This option allows you to search your inbox for a particular message. After selecting search, you will be able to type a search term for the message you would like to find, such as the sender's name or the subject line of the message. A list of messages which contain your search term will now be displayed.
- **Details.** This option allows you to view a list of details of your message, including the date the message was received, who the message was sent from and whether the message includes any attachments.

GuideConnect will automatically check to see if you have received any new emails every 30 minutes. If you have received a new email, a notification sound will play to inform you that you have a new notification. You can check your notifications at any time by opening the 'Help and information' screen (by pressing F3 on your keyboard or pressing the Help and information button on your Dolphin Remote or touch screen) and choosing 'Notifications'.

If you would like to check if you have a new email now, from the Email menu:

1. Choose 'Inbox'.
2. Open the Actions menu.
3. Choose 'Check for new mail' at the top of the Actions menu. GuideConnect will tell you whether you have received any new email messages or not.

Email folders are a great way of organizing email messages which have been sent to you. For example, if you have received a lot of email from a particular person or group, you can create a folder for all of their messages to go into.

To create a new email folder, from the Email menu:

1. Choose 'Folders'. A list of email folders will be displayed.
2. Open the Actions menu whilst in the email folders list.
3. Choose 'Add new folder'.
4. Type a name for your new email folder. Your new email folder will now be created.

To move emails into your new email folder:

1. Find the email which you would like to move to your folder.
2. Open the Actions menu.
3. Select 'Move to folder'.
4. Select the folder you would like to move the email into. The email will now be moved into the folder.

Email settings

The email settings allow you to change your preferences for viewing emails.

To open the email settings, from the main menu:

1. Choose 'Settings'.
2. Choose 'Email'.

The options available in the email settings are:

- **Check for new mail.** This option allows you to change how often GuideConnect checks to see if you have any new emails. Once you select this option, a list of options will be displayed for how often the product should check for new mail. When you receive new emails, a sound will be played to indicate that you have a new notification. To view your notifications, open the Help and information screen (by pressing F3 on your keyboard) and choose 'Notifications'.
- **Synchronize emails from.** This option allows you to change how long ago GuideConnect synchronizes your emails from when setting up an email account. Once you select this option, a list of time frames will be displayed for you to choose from.
- **Emails per page.** This option allows you to change how many emails are displayed on a page in your inbox or other folders.
- **Email format.** This option allows you to change whether emails are displayed as plain text or as HTML. Select plain text to view emails in a simplified format. Choose HTML if you would like to view emails in their original layout and be able to open links from them in the web browser.
- **Account settings.** This option provides advanced settings for your email account. You only need to select this option if you are not able to send and receive emails. Once you select this option, a list of advanced account settings will be displayed. Choose a setting from the list to make changes to it.

Quiz

Based on the information provided in the previous sections:

1. Besides having an Internet connection, what information must you know to link an email account to GuideConnect?
2. What steps do you follow to add a new recipient to a message you are writing?
3. What steps do you follow to add an attachment to a message you are writing?
4. What file types can you not send or receive as an attachment? Give two examples.
5. How regularly does GuideConnect check for new mail and what process do you follow to adjust this setting?

Letters and documents

Objectives

By the end of this section, you will be able to:

- Describe the steps to write, save and print a document.
- Describe the steps to find and open an existing document.
- Explain the different keyboard commands that are available to navigate and select text in a document.
- Describe what format options are available and how you may apply them to text.
- Explain how to check a document for spelling errors and how to add new entries into the dictionary.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Letters and documents menu

The Letters and documents feature allows you to write, spell check and print letters and documents.

The letters and documents menu includes the following options:

- **Recent document.** This option opens a list of the last 10 documents you saved.
- **My documents.** This option opens a list of all of the documents you have saved.
- **New document.** This option allows you to write a new document.
- **New letter.** This option allows you to write a new letter.

Dictate a letter or document

If you have a microphone connected to your computer, you can dictate a letter or document using your voice. Before you begin dictating, please ensure you have a microphone connected to your computer and selected in the Speech and audio settings.

To dictate some text into a document, while you are writing a document:

1. Move the cursor to the position in your document where you would like to enter text.
2. Press the F6 key on the keyboard, or click the Voice Input button near the top right of the screen.
3. A sound will play, indicating that you can start to dictate your text.
4. Speak the text you would like to enter into the microphone.
5. Once you have finished speaking, wait for 3 seconds, then a second sound will play. The text you have spoken will then be entered into your document from the current cursor position and read back to you.

NOTE: In addition to dictating words and phrases, you can also dictate punctuation such as commas and periods.

To spell check a letter or document, from within the document editor:

1. Open the Actions menu.
2. Choose 'Spell check'.

After you choose Spell check, GuideConnect will check your entire document for spelling errors starting at the top. When a spelling error is found, GuideConnect will read the unknown word, the sentence which the unknown word was contained in and provide a number of spelling suggestions.

3. Use the UP and DOWN arrow keys to listen to the different suggestions and select the one you want. Once you select a suggestion, GuideConnect will replace your misspelled word in your document and open the next spelling error.

For each spelling error, you can open the Actions menu for more options. The options available in the spell checker are:

- **Add to dictionary.** This option allows you to add the word to your dictionary. Once the word is added to your dictionary, GuideConnect will not list the word as a spelling error the next time you type it.
- **Ignore once.** This option allows you to ignore the current instance of the spelling error.
- **Ignore all.** This option allows you to ignore all instances of the spelling error in your document.
- **Enter correction.** This option allows you to type the correct spelling of the misspelled word.

If you would like to finish spell checking your document, press ESCAPE to return to your letter or document.

To open a saved document, from the Letters and documents menu:

1. Choose 'My documents'.
2. GuideConnect will display a list of all of your documents and folders. Once you have found the document you want, select it to open it.
3. If your document is in a standard text format, the document will be opened in the documents editor where you can make changes.
4. If your document is a PDF file, it will be opened in the PDF reader.

Whilst viewing your list of documents, open the Actions menu for more options. The actions available are:

- **Rename.** This option allows you to change the name of the currently selected file or folder. Once you select this option, an edit area will be displayed where you can type a new name for the selected file or folder.
- **Search.** This option allows you to search your current list for a particular file or folder. Once you select this option, an edit area will be displayed where you can type the name of the file or folder you would like to search for. After you have typed the name and pressed ENTER, a list of files and folders which contain your search term will be displayed.
- **Sort.** This option allows you to sort your list by date or alphabetically. If your list is currently sorted alphabetically, selecting this option will sort the list by date. If your list is currently sorted by date, selecting this option will sort the list alphabetically.
- **Open from device.** This option allows you to open a file from a USB memory stick. Before selecting this option, please ensure your USB memory stick is inserted into your computer. Once you select this option, a list of USB devices connected to your computer will be displayed. Choose your USB device from the list to open a list of files and folders on your device. A list of the documents contained on your device will be listed. Select a document to open it.

- **Delete.** This option allows you to delete the currently selected file. After you select this option, you will be asked if you are sure that you want to delete the file. Choose 'Yes' to delete the file, or choose 'No' to return to your file list.

To write a new letter, from the Letters and documents Main menu:

1. Choose 'New letter'.
2. If this is the first time you have written a letter, you will be taken to the address settings where you can type your sender's address.
3. Select the person you would like to send the letter to. GuideConnect will allow you to select a person from your address book or type the person's name and address manually.
4. GuideConnect will open the document editor. You can now start writing your letter.

Once you have finished writing your letter, open the Actions menu for more options. The actions available for documents are:

- **Save.** This option allows you to save your letter. Your letter will be saved as a Rich Text File (RTF). This is a standard file format which can be opened on any computer.
- **Spell check.** This option allows you to check your letter for spelling mistakes.
- **Look up word.** This option allows you to look up a word in the dictionary.
- **Print.** This option allows you to print your letter.
- **Print label.** This option allows you to print text from your letter onto a label.
- **Change address.** This option allows you to change the sender's and recipient's address for your letter.

To write a new document, from the Letters and documents menu:

1. Choose 'New document'.
2. GuideConnect will open the document editor. You can now start typing your document.

Once you have finished writing your document, open the Actions menu for more options. The actions available for documents are:

- **Save.** This option allows you to save your document. Your document will be saved as a Rich Text File (RTF). This is a standard file format which can be opened on any computer.
- **Spell check.** This option allows you to check your document for spelling mistakes.
- **Look up word.** This option allows you to look up a word in the dictionary.
- **Print.** This option allows you to print your document.
- **Print label.** This option allows you to print text from your document onto a label.

GuideConnect includes a number of shortcut keys to allow you to move around your document.

- **F5.** Starts continuous read of the document from the current cursor position.
- **CTRL** Interrupts the speech if GuideConnect is speaking.
- **ENTER.** Enters a new line in the document.
- **BACKSPACE.** Deletes the previous character or selected text.
- **Delete.** Deletes the next character or selected text.
- **UP ARROW.** Moves the cursor to the previous line and reads it.

- **DOWN ARROW.** Moves the cursor to the next line and reads it.
- **LEFT ARROW.** Moves the cursor to the previous character and reads it.
- **RIGHT ARROW.** Moves the cursor to the next character and reads it.
- **CTRL + LEFT ARROW.** Moves the cursor to the previous word and reads it.
- **CTRL + RIGHT ARROW.** Moves the cursor to the next word and reads it.
- **CTRL + UP ARROW.** Moves the cursor to the previous paragraph and reads it.
- **CTRL + DOWN ARROW.** Moves the cursor to the next paragraph and reads it.
- **HOME.** Moves the cursor to the start of the current line.
- **END.** Moves the cursor to the end of the current line.
- **CTRL + HOME.** Moves the cursor to the start of the document.
- **CTRL + END.** Moves the cursor to the end of the document.

You can select text within a document and choose to change the formatting. For example, you can select the title of your document and make the text bold and underlined.

The following key presses can be used to select text in a document.

- **SHIFT + LEFT ARROW.** Selects or deselects the previous character.
- **SHIFT + RIGHT ARROW.** Selects or deselects the next character.
- **CTRL + SHIFT + LEFT ARROW.** Selects or deselects the previous word.
- **CTRL + SHIFT + RIGHT ARROW.** Selects or deselects the next word.
- **SHIFT + UP ARROW.** Selects or deselects the previous line.
- **SHIFT + DOWN ARROW.** Selects or deselects the next line.
- **SHIFT + HOME.** Selects the text from the current cursor position to the start of the line.
- **SHIFT + END.** Selects the text from the current cursor position to the end of the line.
- **CTRL + SHIFT + UP ARROW.** Selects or deselects the previous paragraph.
- **CTRL + SHIFT + DOWN ARROW.** Selects or deselects the next paragraph.
- **CTRL + A.** Selects all the text in the document.
- The following key presses can be used to change the formatting of selected text:
- **CTRL + B.** Turns bold text on and off. If you have text selected, this key will make your selected text bold.
- **CTRL + U.** Turns underline on and off. If you have text selected, this key will make your selected text underlined.
- **CTRL + I.** Turns italics on and off. If you have text selected, this key will make your selected text italic.
- **CTRL + R.** Aligns the current paragraph or selected text to the right of the page.
- **CTRL + L.** Aligns the current paragraph or selected text to the left of the page.
- **CTRL + E.** Aligns the current paragraph or selected text to the center of the page.
- **CTRL + J.** Changes the spacing of the current paragraph or selected text so that the left and right edges of each line are aligned.
- **CTRL + N.** Removes all formatting from the current paragraph or selected text.
- **CTRL + C.** Copies the selected text.
- **CTRL + X.** Moves the selected text.

- **CTRL + V.** Inserts the text which you chose to copy or move.
- **F4.** Reads information about the current character. Press F4 once to read the character. Press F4 a second time to read the formatting. Press F4 a third time to read the alignment.

Letter address settings

The Letter address settings allow you to change the address used when sending letters and the order in which the address fields are displayed when printed.

To open the letter address settings, from the Main menu:

1. Choose 'Settings'.
2. Choose 'Letter address'.

The options available in the Letter address settings are:

- **Letter sender address.** This option allows you to specify the sender's address used when letters are printed. After selecting this option, you will be asked to enter the name and each line of your address.
- **Choose address layout.** This option allows you to specify the layout of the addresses when they are printed. Once you select this option, a list of countries will be displayed for you to choose from. Once you select a country, the lines from an address will be printed in the correct order for that country.
- **Custom address layout.** This option allows you to specify a different layout for printing addresses. You should only select this option if you would like addresses to be printed in a different layout to the standard layout for each country. Once you select this option, an edit area will open for you to specify your custom address layout. Use the Actions menu to pick the field(s) which should appear on the first line, then press ENTER to move to the second line. Repeat these steps until you have completed your custom address layout, then press ESCAPE to save. To apply your custom address layout, choose 'address layout' and then select 'custom'.

Quiz

Based on the information provided in the previous sections:

1. What is the default file type in which documents are saved?
2. What steps do you follow to add a word to the spellcheck dictionary?
3. What keyboard command starts the reading of a document from the current cursor position?
4. What keyboard command describes the format of the current character?
5. What keyboard command describes the alignment of the current paragraph?

Websites

Objectives

By the end of this section, you will be able to:

- Describe how to open, navigate and read a web page.
- Describe how to search the Internet for a webpage.
- Explain how to add a webpage to Favorites and how to open a webpage saved in the Favorites list.
- Understand the different ways you can change the appearance of a webpage using settings available in GuideConnect.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Websites Menu

GuideConnect's Websites feature enables you to visit websites and find information from the Internet.

The Websites menu includes the following options:

- **Continue viewing.** This option allows you to continue viewing the last web page you visited. This option is only displayed if you have already visited a website.
- **Homepage.** This option opens the web page which has been set as your home page.
- **Open a new web page.** This option allows you to open a new web page. After selecting this option, GuideConnect will open an edit area where you can either:
 - Type the website address if you know it (e.g. **www.yourdolphin.com** (<http://www.yourdolphin.com>)) and GuideConnect will open the website, or;
 - Type a word or question to search the internet for the web page you're looking for. After you type your search term and press ENTER, GuideConnect will open a Google search page listing relevant web pages for you to choose from.
- **Favorites.** This option opens a list of your favorite websites. Select a website from your favorites list to open it.

You can explore web pages using the same keys on your keyboard, mouse, Dolphin Remote control, or touch screen as you use to move around menus in GuideConnect.

For example, if you are using a keyboard:

- **UP and DOWN ARROW.** Moves through the items on the web page.
- **ENTER on a link, edit area or button.** GuideConnect will select the link, edit area or button.
- **F4.** Announces the current item.
- **F5.** Starts a continuous read from the current item.
- **CTRL** Interrupts the voice from speaking.

- **F2.** Opens the Actions menu for websites.
- If you are using a mouse:
 - **Scroll mouse wheel.** Moves up and down the web page.
 - **Left click on text.** GuideConnect will read the text you clicked on.
 - **Left click on a link, edit area or button.** GuideConnect will select the link, edit area or button.
- **Left click on the Actions button.** Opens the Actions menu for websites.
- If you are using the Dolphin Remote:
 - **NEXT and PREVIOUS buttons.** Moves through the items on the web page.
 - **OK button on a link, edit area or button.** Select the link, edit area or button.
 - **Speaker button.** Starts and stops the voice from reading through the web page.
- **Actions button.** Opens the Actions menu for websites.
- If you are using a touch screen:
 - **NEXT and PREVIOUS buttons.** Moves through the items on the web page.
 - **Single tap on text.** The voice will read the text you tapped on.
 - **Single tap on a button on a link, edit area or button.** Select the link, edit area or button.
 - **Tap once with two fingers.** Starts and stops the voice from reading through the web page.
 - **Tap the Actions button.** Opens the Actions menu for websites.

Open the Actions menu for more options for your web page. The actions available are:

- **Open a new web page.** This option allows you to open a new web page. After selecting this option, GuideConnect will open an edit area where you can either:
 - Type the website address if you know it (e.g. **www.yourdolphin.com** (<http://www.yourdolphin.com>)) and GuideConnect will open the website, or;
 - Type a word or question to search the internet for the web page you're looking for. After you type your search term and press ENTER, a Google search page will be displayed listing relevant web pages for you to choose from.
- **Back a page.** This option allows you to go back to the previous web page.
- **Search web page.** This option allows you to search the current web page for a particular word, a list of headings or a list of links.
- **Add to favorites.** This option allows you to add the current web page to your favorites list.
- **Print.** This option allows you to print the current web page.
- **Refresh.** This option reloads the current web page.
- **Set as homepage.** This option allows you to set the current web page as your homepage.
- **Exit Browser.** This option allows you to close the Websites feature and return to the Main menu.

To search the web using your voice

While you are using GuideConnect's websites feature, you can use your voice to ask GuideConnect questions and search for information from the Internet. For example, you can ask questions like "what is the weather?" or "how do you make potato salad?" Once you ask your question, GuideConnect will open a Google search page to find the answer for you.

Before you try to complete a voice search on the web, please ensure you have a microphone connected to your computer and selected in the Speech and audio settings.

To search the web using your voice

1. Open a web page in GuideConnect
2. Press the F6 key or click the Voice Input button near the top right of the screen.
3. A sound will play. Speak your chosen search term into your microphone, for example “Cake recipes”.
4. Once you have finished speaking, wait for 3 seconds, then a second sound will play. GuideConnect will then open a Google search page with information relevant to your search term. Use UP and DOWN to read the information.

Shortcut keys for web pages

GuideConnect includes shortcut keys to allow you to explore web pages more quickly using your keyboard. Shortcut keys for web pages are:

- **UP ARROW.** Moves to the previous item on the web page.
- **DOWN ARROW.** Moves to the next item on the web page.
- **RIGHT ARROW.** Moves to the next character on the web page.
- **LEFT ARROW.** Moves to the previous character on the web page.
- **CTRL + RIGHT ARROW.** Moves to the next word on the web page.
- **CTRL + LEFT ARROW.** Moves to the previous word on the web page.
- **CTRL + I.** Turns images ON or OFF for web pages.
- **CTRL + T.** Changes the display mode for web pages. Options include showing web pages in their original colors or in GuideConnect colors.
- **H.** Moves to the next heading on the web page. Press SHIFT + H to move to the previous heading on the web page.
- **E.** Moves to the next edit area on the web page. Press SHIFT + E to move to the previous edit area on the web page.
- **K.** Moves to the next link on the web page. Press SHIFT + K to move to the previous link on the web page.
- **P.** Moves to the next paragraph on the web page. Press SHIFT + P to move to the previous paragraph on the web page.
- **BACKSPACE.** Moves back to the previous web page.
- **SHIFT + BACKSPACE.** Moves forward to the next web page.

Website settings

The website settings allow you to change settings for viewing web pages.

To open the website settings, from the Main menu:

1. Choose ‘Settings’.
2. Choose ‘Websites’.

The options available in the website settings are:

- **Display mode.** This option allows you to change how websites are displayed on the screen. Once you select this option, you will be provided with two options. Choosing 'Original' will display webpages in their original colors and layout. Choosing 'GuideConnect colors' will display webpages with the same colors used in GuideConnect, but in their original layout.
- **Show images ON / OFF.** This option allows you to change whether images are displayed on webpages or not. When set to ON, images from web pages will be displayed. When set to OFF, all images will be hidden when you open a web page.
- **Auto read ON / OFF.** This option allows you to change whether the voice starts to read the web page when it is opened. When set to ON, the voice will automatically start reading through the web page once it has loaded. When set to OFF, the voice will not automatically start reading the web page once it has loaded, but you will still be able to read items from the page using the UP and DOWN ARROW keys.
- **Skip to top Google result.** This option allows you to change whether GuideConnect automatically skips to the top search result after performing a Google search. When set to ON, the highlight will move straight to the first search result when a Google search page opens. When set to OFF, the highlight will start at the top of the page when a Google search page opens.

Quiz

Based on the information provided in the previous sections:

1. What touchscreen gesture starts and stops the continuous reading of a webpage?
2. What keyboard command moves the focus to the next heading on a webpage?
3. What steps do you follow to add a webpage to the Favorites list?
4. What steps do you follow to change the appearance of webpages?

Scanner and camera

Objectives

By the end of this section, you will be able to:

Understand how to enable and configure a scanner so that it can work with GuideConnect.

Understand how to enable and configure a camera so that it can work with GuideConnect.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Scanner and camera menu

The Scanner and camera menu allows you to read text from printed documents and images either by viewing a magnified version of the document or image, or by recognizing the text from the document or image and having it read out loud.

To set up your scanner

1. Insert the scanner into an available USB port on your computer and switch it on. Your scanner will automatically be detected so it will be ready to use straight away.
2. You can also check to make sure your scanner is selected in the settings. To do this, from the Main menu:
3. Choose 'Settings'.
4. Choose 'Scanner'. The first item on the screen is labelled 'Scanner'. This option lists the device which is currently connected. To change the scanner, select this option. A list of scanners which are connected to your computer will be displayed for you to choose from.

To read text from a printed document using your scanner

1. Ensure your scanner is connected to your computer and switched on.
2. From the Scanner and camera menu, choose 'Scanner'.
3. Choose 'Scan for text'.
4. You will be asked to place your document on your scanner. Select 'OK' once your document is on the scanner.
5. Your document will be scanned. Once the document has been scanned, you will be asked you if you want to scan more pages or not. Choose 'Yes' to scan another page, or choose 'No' if you have no more pages to scan.
6. Once you have finished scanning your pages, your scanned text will be displayed and read back to you.

Open the Actions menu for more options for your scanned text. The actions available are:

- **Save.** This option allows you to save the text you have scanned as a document. Once saved, your scanned document will be available to read any time from your 'My scanned documents' folder in the Scanner and camera menu.
- **Print.** This option allows you to print your scanned text.

To scan and magnify a document using your scanner

1. Ensure your scanner is connected to your computer and switched on.
2. From the Scanner and camera menu, choose 'Scanner'.
3. Choose 'Scan for image'.
4. You will be asked to place your document on your scanner. Select 'OK' once your document is on the scanner.
5. Your image will be scanned. Once the image has been scanned, it will be displayed in the image viewer.

To set up a camera

By connecting a document camera or a web camera, you can take pictures, magnify them or choose have the text from the picture recognized and read back to you.

1. Ensure your camera is connected into your computer and switched on.
2. Choose 'Settings'.
3. Choose 'Camera'.
4. Choose 'Choose camera'. A list of cameras connected to your computer will be displayed. Choose the Camera you would like to use from the list. Your camera will now be ready to use.

To magnify an image from the camera

1. Ensure your camera is connected to your computer and switched on.
2. From the Scanner and camera menu, choose 'Camera'.
3. Choose 'Capture image'.
4. The image from your camera will be displayed. Place the document you would like to take an image of underneath the camera, then press ENTER to take a picture. Your image will now be captured and displayed.

Image viewer

In the Image Viewer, you can zoom in and move around the scanned image using the magnification functions on your keyboard, Dolphin Remote or touch screen.

Using a keyboard:

- **F11.** Decreases the zoom level.
- **F12.** Increases the zoom level.
- **ARROW KEYS.** Moves around the image.
- Using the Dolphin Remote:
 - **Hold Plus button.** Increases the zoom level.
 - **Hold Minus button.** Decreases the zoom level.
 - **Large circular pad.** Moves around the image.
- Using a touch screen:
 - **Hold two fingers on the screen and stretch apart.** Increases the zoom level.
 - **Hold two fingers on the screen and pinch together.** Decreases the zoom level.
 - **Hold one finger on the screen and move it around.** Moves around the image.
- Open the Actions menu whilst viewing the scanned image for more options. The actions available are:
 - **Change colors.** This option allows you to change the colors of the image to make it easier to see. Once you select this option, a list of color options will be displayed for you to choose from.
 - **Rotate.** This option allows you to rotate the image clockwise by 90 degrees.

- **Scan for text.** This option allows you to read any text which is included in the image. GuideConnect will scan the image for text and then read it back to you.
- **Save.** This option allows you to save the image. Once saved, your scanned image will be available to view any time from your 'My pictures' folder in the Scanner and camera menu.
- **Print.** This option allows you to print the image.

To scan and read a document using your camera

1. Choose 'Scanner and camera'.
2. Choose 'Camera'.
3. Choose 'Capture image'.
4. The image from your camera will now be displayed. Place the document you would like to take an image of underneath the camera, then press ENTER to take a picture. The image will now be captured and displayed.
5. Open the Actions menu.
6. Choose 'Scan for text'. The text from the image will now be recognized and read back to you.

Open the Actions menu for more options for your scanned text. The actions available are:

- **Save.** This option allows you to save the text as a document. Once saved, your scanned document will be available to read any time from your 'My scanned documents' folder in the Scanner and camera menu.
- **Print.** This option allows you to print your scanned text.
- **View as image.** This option allows you to view the original image which you captured in the Image Viewer.

To open a document you have scanned and saved

1. From the Scanner and camera menu, choose 'My scanned documents'.
2. A list of the documents you have scanned and saved will be displayed. Choose a document from the list to open it in the Reader.
3. To open a picture you have saved, from the Scanner and camera menu:
4. Choose 'My pictures'.
5. A list of pictures saved in your 'Pictures' folder will be displayed. Choose a picture from the list to open it, or choose a folder for a list of pictures contained within that folder.

Whilst viewing your list of documents or pictures, open the Actions menu for more options. The actions available are:

- **Rename.** This option allows you to change the name of the currently selected file or folder. Once you select this option, an edit area will be displayed where you can type a new name for the selected file or folder.

- **Search.** This option allows you to search your current list for a particular file or folder. Once you select this option, an edit area will be displayed where you can type the name of the file or folder you would like to search for. After you have typed the name and pressed ENTER, a list of files and folders which contain your search term will be displayed.
- **Sort.** This option allows you to sort your list by date or alphabetically. If your list is currently sorted alphabetically, selecting this option will sort the list by date. If your list is currently sorted by date, selecting this option will sort the list alphabetically.
- **Open from device.** This option allows you to open a file from a USB memory stick. Before selecting this option, please ensure your USB memory stick is inserted into your computer. Once you select this option, a list of USB devices connected to your computer will be displayed. Choose your USB device from the list to open a list of files and folders on your device. A list of either the documents or pictures contained on your device will be listed depending on whether you entered file explorer through 'My scanned documents' or 'My pictures'. Select a document or picture to open it.
- **Delete.** This option allows you to delete the currently selected file. After you select this option, you will be asked if you are sure that you want to delete the file. Choose 'Yes' to delete the file, or choose 'No' to return to you file list.

Scanner settings

The scanner settings allow you to select a scanner to use with GuideConnect.

To open the email settings, from the Main menu:

1. Choose 'Settings'.
2. Choose 'Scanner'.

The options available in the Scanner settings are:

- **Scanner.** This option allows you to select the scanner you would like to use with GuideConnect. Once you select this option, a list of scanners connected to your computer will be displayed for you to choose from. Please note - your scanner needs to be connected to your computer and switched ON to appear in this list.
- **Recognition language.** This option allows you to change the language used when recognizing text. Once you select this option, a list of languages will be displayed for you to choose from.
- **Color mode.** This option allows you to choose whether images are scanned in color or as black and white. Once you select this option, you will be able to choose whether images are scanned in full color, in greyscale or in black and white.
- **Paper size.** This option allows you to specify the size of the paper that you are scanning. Once you select this option, a list of paper sizes will be displayed for you to choose from.
- **Column mode ON/OFF.** This option allows you to change whether GuideConnect recognizes your text a column at a time or not. When set to ON, GuideConnect will recognize text from

each column in a scanned document. When set to OFF, GuideConnect will think there are no columns in your document and will recognize text across each line.

Camera settings

The camera settings allow you to select and configure a camera to use with GuideConnect.

To open the email settings, from the Main menu:

1. Choose 'Settings'.
2. Choose 'Camera'.

The options available in the camera settings are:

- **Choose camera.** This option allows you to select a camera to use with GuideConnect. Once you select this option, a list of cameras will be displayed for you to choose from. Please note - your camera needs to be connected to your computer and switched ON to appear in this list.
- **Camera resolution.** This option allows you to change the amount of detail that the camera shows when you are taking an image. Once you select this option, a list of camera resolutions will be displayed. Choose a higher resolution for images to be taken with more detail.
- **Anti-flicker.** This option allows you to change the anti-flicker setting for your selected camera. When taking an image, cameras often display a slight flicker on the screen depending on the lighting conditions of the room. If you are unable to take a picture because the image keeps flickering, changing this setting may help. Once you select this option, a list of anti-flicker options will be displayed for you to choose from.

Quiz

Based on the information provided in the previous sections:

1. What must you do to ensure GuideConnect can detect a scanner or camera?
2. What is the purpose of Column mode and when would you use this feature?
3. How do you correct excessive flickering from an image taken with a camera?

Books and News

Objectives

By the end of this section, you will be able to:

- Explain how to download, open and read content from online libraries.
- Describe how to open and read content provided on devices such as a USB memory stick.
- Describe how to copy content from GuideConnect to an external device such as a DAISY book player.
- Describe how to remove content from GuideConnect.
- Understand that you may require membership to access and download content from some online libraries.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Tip: If you are not a member of an online library supported by GuideConnect, then try out the epubBooks library or the Project Gutenberg library for access to free public domain content.

Books and news menu

The Books and news menu allows you to find, download and read books and newspapers from online libraries. The items on the Books and news menu are:

- **Continue reading.** This option allows you to continue reading the book or newspaper you were previously reading from where you left off.
- **Books.** This option allows you to find, download and read books.
- **Newspapers and magazines.** This option allows you to subscribe to and read the latest edition of newspapers and magazines.
- The Books menu allows you to find, download and read books from online libraries.
- The Books menu includes the following options:
- **My books.** This option opens a list of the books you have downloaded and available to read. Select a book to open it in the Reader.
- **Find a new book.** This option allows you to find a new book from an online library. After you select this option, a list of available libraries will be displayed for you to choose from.
- **Read from device.** This option allows you to open a book from a USB memory stick or other device.

To find a new book, from the Books menu

To find a new book to read, you need to be a member of one of the available talking book libraries and have your library username and password to hand.

1. Choose 'Find a new book'.
2. A list of available libraries will be displayed. Choose your preferred library from the list.
3. Type your username and password if you are asked to do so. You will only need to do this once.
4. Choose a book you would like to read using the options provided by the library. Some libraries allow you to browse for books by genre, whilst other libraries allow you to search for specific titles.
5. Once you have chosen a book you want to read, choose 'Download'.
6. The book will now start to download. If the book contains only text, it will download in a few seconds. If the book contains narrated audio, it may take a few minutes to finish downloading.
7. Once the download is complete, the product will play a notification sound. The book will now be available in your 'My Books' list, ready to read.

To open a book you have already downloaded

1. Choose 'My books'.
2. A list of the books you have available on your computer will be displayed. Choose the book you would like to read from the list to open it in the Reader.

To open a book or newspaper from a USB memory stick or portable playback device

1. From the Books menu, choose 'Read from device'.
2. A list of USB devices which are connected to your computer will be displayed. Choose your USB device from the list.
3. A list of books available on the USB device will be displayed. Choose the book you would like to read from the list to open it in the Reader.

To copy a book to a USB device

1. Ensure your USB device is connected to your computer correctly and switched on.
2. Choose 'My books'. A list of all the books you have available to read on your device will be displayed.
3. Find the book that you would like to copy, then open the Actions menu.
4. Select the option to 'Copy to device' from the Actions menu.
5. A list of USB devices which are connected to your computer will be displayed. Select the device you would like to copy the book to.
6. The book will now be copied to your device.

To import a book or newspaper from a USB memory stick or portable playback device into your My Books list

1. Ensure your USB device is connected to your computer correctly.
2. From the Books menu, choose 'Read from device'.
3. A list of USB devices which are connected to your computer will be displayed. Choose your USB device from the list.

4. A list of books available on the USB device will be displayed. Highlight the book you would like to import, then open the Actions menu.
5. Select 'Import' from the Actions menu. Once you select 'Import', the book will start copying to your device. Once you have imported the book, it will appear in your 'My Books' list so you can read it at any time.

To delete a book from your 'My books' list, from the Books menu

1. Choose 'My books'. A list of all the books you have available will be displayed.
2. Find the book that you would like to delete, then open the Actions menu.
3. Select 'Delete' from the Actions menu. To prevent you from deleting the book accidentally, you will be asked if you are sure you want to delete the book. Once you have deleted the book, it will no longer be listed in your 'My books' list.

The Newspapers menu allows you to subscribe to and read newspapers and magazines from online libraries.

The Newspapers and magazines menu includes the following options:

- **My newspapers and magazines.** This option opens a list of all of the newspapers and magazines which you are subscribed to. You can choose a publication from this list to view available editions.
- **Subscribe to a new newspaper or magazine.** This option allows you to subscribe to a new newspaper or magazine from an online library.

To subscribe to a new newspaper, from the Newspaper and magazines menu

To subscribe to a newspaper, you need to be a member of one of the newspaper providers available and have your username and password to hand.

1. Choose 'Subscribe to a newspaper or magazine'.
2. A list of newspaper providers will be displayed. Choose your newspaper provider from the list.
3. Type your username and password if you are asked to do so. You will only need to do this once.
4. Choose a publication you would like to subscribe to using the options available from your newspaper provider.
5. Once you have chosen a publication, choose 'subscribe'. The publication will now be added to your newspaper and magazine list.
6. When you choose to open a book or newspaper, it will be opened in the Reader.
7. If the book contains text, the text will be displayed in the Reader. If the book is an audio format without any text, the Reader will display an image of a cassette tape. If you have opened the book or newspaper before, your last reading position will be remembered.

To open the latest edition of a newspaper or magazine which you have already subscribed to

1. From the Newspapers and magazines menu, choose 'My newspapers and magazines'.
2. A list of newspapers and magazines which you are subscribed to will be displayed. Choose the newspaper you would like to read from the list. If your 'My newspapers and magazines' list is empty or the newspaper you would like to read is not shown, please check your device is connected to the Internet and that you are logged in to your newspaper provider.
3. Once you have chosen the newspaper you would like to read, a list of the latest editions of the newspaper will be displayed. Choose the edition you would like to read.
4. Your newspaper will start downloading. Once the download is complete, a notification sound will be played and the 'download' option change to 'read now'.
5. Select 'read now' to open the newspaper edition in the Reader.

To unsubscribe from a newspaper or magazine, from the Newspapers and magazines menu

1. Choose 'My newspapers and magazines'.
2. GuideConnect will open a list of newspapers and magazines which you are subscribed to. Choose the publication you would like to unsubscribe from.
3. GuideConnect will list the latest editions of the newspaper. At the bottom of this list is an option to 'unsubscribe'. Once you select 'unsubscribe', the publication will no longer be listed in your 'My newspapers and magazines' list.

The Books and news menu allows you to find books and subscribe to newspapers and magazines from online libraries from around the world. To find a new book or to subscribe to a newspaper, you need to be a member of one of the available online libraries and have your library username and password to hand.

Key presses you need to read a book or newspaper using the keyboard

- **ENTER.** Starts and stops reading the book or newspaper.
- **UP ARROW.** Moves back to the previous line in a text based book, or back by 30 seconds in an audio book.
- **DOWN ARROW.** Moves forward to the next line in a text based book, or forward by 30 seconds in an audio book.
- **F2.** Opens the Actions menu, which in the Reader is a list of headings for your book or newspaper.
- **F7.** Decreases the voice volume.
- **F8.** Increases the voice volume.
- **F11.** Decreases the zoom level for text based books.
- **F12.** Increases the zoom level for text based books.

Functions needed to read a book using the Dolphin Remote

- **OK button.** Starts and stops reading the book or newspaper.
- **Next button.** Moves forward to the next line in a text based book, or forward by 30 seconds in an audio book.

- **Previous button.** Moves back to the previous line in a text based book, or back by 30 seconds in an audio book.
- **Actions button.** Opens the Actions menu, which in the Reader is a list of headings for your book or newspaper.
- **Plus and minus button.** Increases and decreases the voice volume.
- **Hold Plus or minus button.** Increases and decreases the zoom level for text based books.

Gestures needed to read a book or newspaper using a touch screen

- **OK button.** Starts and stops reading the book or newspaper. You can also start and stop reading by tapping the screen once with two fingers.
- **Next side button.** Moves forward to the next line in a text based book, or forward by 30 seconds in an audio book. If your book contains text, you tap any text in the book to start reading from that position.
- **Previous side button.** Moves back to the previous line in a text based book, or back by 30 seconds in an audio book. If your book contains text, you tap any text in the book to start reading from that position.
- **Actions button.** Opens the Actions menu, which in the Reader is a list of headings for your book or newspaper.
- **Hold two fingers on the screen and spread them apart.** Increases the zoom level for text based books.
- **Hold two fingers on the screen and pinch them together.** Decreases the zoom level for text based books.

Books and News settings

The books and news settings allow you to change settings for reading books and newspapers. To open the books and news settings, from the Main menu:

1. Choose 'Settings'.
2. Choose 'Books and News'.

The options available in the Books and news settings are:

- **Book voice playback speed.** This option allows you to change the speed of the voice when reading a book which contains audio. Please note, this setting only applies to the speed of the audio contained within a book (not the voice used to read menus out loud). Once you select this option, a list of speed levels will be displayed for you to choose from.
- **Use book voice when available ON / OFF.** This option allows you to change whether the product reads audio books using the voice included in the audio or not. When this setting is ON, the voice included in audio book will be used to read the book when it is available. When this setting is OFF, books will be read aloud using the same voice used to read through menus.
- **Auto switch book language ON / OFF.** This option allows you to change whether the product automatically chooses an appropriate reading voice depending on the language of the book or not. When this setting is ON, the product will recognize the language of the

book and choose an appropriate reading voice. When this setting is OFF, the product will not change the reading voice depending on the language of the book.

- **Reader highlight ON / OFF.** This option allows you to change whether text from books and newspapers is highlighted as it is read out or not. When this setting is ON, each word will be highlighted as it is read aloud. When this setting is OFF, the words will not be highlighted as they are read.

Quiz

Based on the information provided in the previous sections:

1. What keyboard command starts and stops the reading of a book?
2. What Dolphin Remote button starts and stops the reading of a book?
3. What touchscreen gesture starts and stops the reading of a book?
4. What steps do you follow to turn off the highlight that appears when reading text in a book?

Address Book and Calendar

Objectives

By the end of this section, you will be able to:

- Explain the process of adding a new contact into the Address Book and recognize what fields are required and what fields are optional.
- Describe the process of editing and deleting entries from the Address Book.
- Describe the process of adding, viewing and changing events in the Calendar.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Address book and calendar menu

The options available in the Address book and calendar menu are:

- **Address book.** This option allows you to add a new person to your address book.
- **Calendar.** This option allows you to add events and reminders to your calendar.

The Address book feature allows you to keep a record of all of your friend's and family's contact information.

When you open the address book, a list of all of your existing contacts will be displayed.

To add a new contact, from within the Address book

1. Open the Actions menu.
2. Choose 'Add new person'.
3. You will be asked to type a number of pieces of information about the person you are adding to the address book. The fields you will be asked to complete are:
 - First name
 - Last name

- Telephone number
- House number
- Street name
- City
- State
- Zip code
- Country
- Email address
- Company name
- Skype name

Type the relevant information into each field, then press ENTER to continue. Repeat this for all of the fields. If you do not want to fill in any of the fields, just leave them blank and press ENTER to continue to the next one. Please note – your contact will not be added if you do not add either a name or a company name.

4. Once you have completed all of the fields, your contact will be added to your address book.

To make changes to a contact's details, from the Address book

1. Select the contact you would like to view from your address book.
2. A list will be displayed with all of your contact's details. Use the UP and DOWN arrows to view the different fields.
3. To make changes to any of the details, select the field you would like to change. An edit area will now open to allow you to make changes to the field. Once you have finished making changes, press ENTER to save the changes, or press ESCAPE to discard them.

Once you have opened a contact within your address book, you can use the Actions menu for more options. The actions available for your contact are:

- **Send email.** This option allows you to send an email to the selected contact. This option will only be available if you have entered a valid email address for the contact.
- **Send letter.** This option allows you to write a letter to the selected contact. This option will only be available if you have entered an address for the contact.
- **Print.** This option allows you to print the selected contact's details. After selecting Print, you will be provided with three options:
 - **Print details.** This option allows you to print a full list of the contact's details.
 - **Print envelope.** This option allows you to print the contact's name and address onto an envelope, ready to post.
 - **Print address label.** This option allows you to print the contact's name and address onto a label, ready to stick onto a letter.
- **Copy to clipboard.** This option allows you to copy the selected contact's details to the clipboard. You can then insert the information into an email or a document by pressing CTRL + V.
- **Delete.** This option allows you to remove the selected contact from your address book.
- The calendar feature allows you to add and set reminders for important events so you don't forget about them.

The options available on the calendar menu are:

- **Today's events.** This option opens a list of all of the events from your calendar for today.
- **Upcoming events.** This option opens a list of the next 10 events in your calendar.
- **View calendar.** This option allows you to view your calendar. After you select this option, a list of days for the current month will be displayed with today's date selected. Select a date to open a list of events for that day. You can move to the next and previous months by selecting 'View previous month' at the top of the list or 'View next month' at the bottom of the list.

To add an event to your calendar, from the Calendar menu

1. Select 'View calendar'
2. Find the date you would like to add an event for, then press ENTER to select it. You can find the date you want either by using the UP and DOWN ARROW keys or by opening the Actions menu and choosing 'Select a day'. Once you have selected the date, a list of the events for that day will be displayed.
3. Open the Actions menu and choose 'Add event'
4. GuideConnect will ask you for some information about the event:
 - **Event name.** Type the name for the event here, then press ENTER to continue.
 - **Event time.** This option allows you to specify the time that the date starts. First, select the hour by using the UP and DOWN ARROW keys, then press ENTER to continue. Then select the minute by using the UP and DOWN ARROW keys, then press ENTER to continue.
 - **Repeat event.** This option allows you to choose whether the event is repeated or not. For example, if you are adding a birthday, select 'Yearly' and the birthday will be entered in your calendar for each year. If you do not want the event to be repeated in your calendar, choose 'No repeat'.
 - **Reminder.** This option allows you to choose whether you would like GuideConnect to remind you about this event. If you choose to add a reminder, GuideConnect will play a notification sound to remind you of the event. If you would prefer to not add a reminder for the event, choose 'No reminder'.
5. Your event will now be added to your calendar.

When you add an event to your calendar, you will be provided with an option to add a reminder either when the event is occurring or a few hours or days before. If you have chosen to set a reminder for your event, GuideConnect will play a notification sound at the time the reminder is set for and add a message to your notifications list.

To view your notifications list, from anywhere in GuideConnect

1. Open the Help and information screen by pressing F3 on your keyboard (or pressing the Help and information button on your Dolphin Remote or touch screen),
2. Choose 'Notifications'. A list of your notifications will be opened.
3. Use the UP and DOWN arrow keys to view your notifications. Once you have read each notification, press ENTER to remove it from your list.

Quiz

Based on the information provided in the previous sections:

1. What are the required fields in the Address Book?
2. What field in the Address Book must contain data for you to be able to send an email message to the contact?
3. What steps do you follow to check a notification if you are using the keyboard?

Entertainment

Objectives

By the end of this section, you will be able to:

- Describe how to select and play a Radio Station.
- Describe how to select, copy and play a Podcast.
- Explain the steps to add a new Podcast and Radio Station to their associated Favorites list to make selection easier in the future.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Entertainment menu

The options available in the Entertainment menu are:

- **Radio.** This option allows you to listen to radio stations online. You can also use this option to add radio stations to your favorites list to make finding them quicker and easier.
- **Podcasts.** This option allows you to listen to podcasts online. You can also use this option to download podcast episodes to your computer and copy them to a portable device.

Podcasts

The Podcasts feature allows you to listen to your favorite podcasts over the Internet. You can also use the Podcasts feature to download podcast episodes and copy them to a portable device.

The options in the Podcasts menu are:

- **Continue playing.** This option allows you to continue playing the podcast episode you were previously listening to.
- **Favorites.** This option allows you to open a list of the podcasts which you have added to your favorites.
- **Play a new podcast.** This option allows you to choose a new episode to play from a list of all available podcasts.
- **My downloaded podcasts.** This option allows you to look through all the podcasts which you have downloaded onto your device for offline listening. You can also use this option to copy a downloaded episode to a portable playback device.

To play a new podcast, from the Main menu:

1. Choose 'Entertainment'.
2. Choose 'Podcasts'.
3. Choose 'Play a new podcast'.

4. A list of podcasts available for your language will be displayed. Choose a podcast from the list to display a list of available episodes.
5. Choose an episode from the list to start playing it.
6. NOTE: If you would like to listen to a podcast from a different country, open the actions menu while in your list of podcasts and choose 'switch country'. A list of countries will be displayed for you to choose from. Once you have chosen a country, a list of podcasts available for your selected country will be displayed for you to choose from.

The actions available in the list of podcasts are:

- **Add to favorites.** This options allows you to add the selected podcast to your list of favorites.
- **Search.** This option allows you to search for a particular podcast from the current list.
- **Switch language.** This option allows you to change language in order to show podcasts from other countries.
- **Details.** This option allows you to read information about the currently selected podcast including title and a description.

The podcast player

Podcast episodes open in the Podcast player.

To play and pause the podcast, press the ENTER key on your keyboard or the OK button on your Dolphin Remote or touch screen. To skip forwards and backwards by 30 seconds through a podcast episode, use the LEFT and RIGHT ARROW keys.

To exit the podcast player, press the ESCAPE key on your keyboard, or the BACK on your Dolphin Remote or touch screen.

If a podcast is playing when you exit, you will be asked whether you would like to continue listening or to stop listening after you exit. NOTE: If you choose to continue listening to the podcast episode, you will need to open the podcast player again to stop the episode from playing.

To add a podcast to your favorites list, from the Podcasts menu:

1. Choose 'favorites'.
2. Open the Actions menu.
3. Choose 'Add a favorite'.
4. A list of podcasts available for your country will be displayed. Choose a podcast from the list to add it to your favorites list.
5. You can also add a podcast to your favorites from the 'Play a new podcast' list. To do this, from the Podcast menu:
6. Choose 'Play a new podcast'.
7. Move the highlight to the podcast you would like to add.
8. Open the Actions menu.
9. Choose 'Add to favorites'.

To play a podcast from your favorites list:

The favorites list makes it easier to find and open podcasts you listen to regularly. To play a podcast from your favorites list, from the Podcasts menu:

1. Choose 'favorites'. A list of your favorite podcasts will be displayed.
2. Choose the podcast you would like to listen to. A list of episodes will be shown.
3. Choose an episode to listen to. The podcast will be opened in the podcast player and start playing.

To download a podcast episode for offline listening, from the Podcast menu:

1. Choose 'Play a new podcast'.
2. A list of podcasts will be displayed. Choose a podcast from the list.
3. A list of episodes will be shown for your chosen podcast. Use UP and DOWN to find the episode you would like to download.
4. Open the Actions menu.
5. Choose 'Download' to begin downloading the podcast. Once the download is complete, the downloaded podcast will appear in the My downloaded podcasts option in the Podcasts menu.

NOTE - By default, you can download up to 10 podcast episodes to your My downloaded podcasts list. If you would like to download more than 10 episodes, from the Main menu

1. Choose 'Settings'.
2. Choose 'Podcasts'.
3. Choose 'Maximum downloaded podcasts'
4. Choose the number of podcasts you would like to be able to download from the options available.

To copy a downloaded podcast episode onto a portable device, from the Podcasts menu:

1. Ensure your portable device is connected to your computer correctly and switched on.
2. Choose 'My downloaded podcasts'.
3. Use UP and DOWN to find the podcast episode you want to copy.
4. Once you have found the episode you would like to copy, open the 'Actions' menu.
5. Choose 'Copy to Device'.
6. Select your device from the Device List. Your podcast episode will be copied to that device.

To delete a podcast episode you have downloaded from the Podcast menu:

1. Choose 'My downloaded podcasts'.
2. Use UP and DOWN to find the podcast episode you want to delete.
3. Once you have found the episode you want to delete, open the 'Actions' menu.
4. Choose 'Delete'.
5. Podcast settings
6. The podcast settings includes one option: **Maximum downloaded podcasts**. This option allows you to change the maximum number of podcast episodes that can be downloaded to GuideConnect. Once you select this option, you will be asked to choose whether you want to download a maximum of 10, 25, 50 or 100 podcasts.

Radio

The radio feature allows you to play your favorite radio stations over the Internet.

The options in the Radio menu are:

- **Continue playing.** This option will open the radio station you were last listening to and start playing it.
- **Favorites.** This option allows you to open a radio station from your list of favorite stations.
- **Play a new station.** This option allows you to look through all the radio stations available and choose a new radio station to listen to.

To play a new radio station, from the Main menu:

1. Choose 'Radio'.
2. Choose 'Play a new station'.
3. A list of radio stations available for your language will be displayed. Choose a radio station from the list to start playing it.

NOTE: If you would like to listen to a radio station from a different country, open the Actions menu whilst in your list of radio stations and choose 'switch country'. A list of countries will be displayed for you to choose from. Once you have chosen a country, a list of stations available for your selected country will be displayed for you to choose from.

The radio player

Radio stations open in the radio player.

To play and pause the radio player Press the ENTER key on your keyboard or the OK button on your Dolphin Remote or touch screen.

When the radio player is open, an image of a radio is displayed on the screen. Information about the radio station (such as the station name or the current track playing) is displayed on the radio image. To read this information, press F4 on your keyboard.

To exit the radio player, press the ESCAPE key on your keyboard, or the BACK on your Dolphin Remote or touch screen. If a radio station is playing when you exit, you will be asked whether you would like to continue listening or to stop listening after you exit. NOTE: If you choose to continue listening to the radio, you will need to open the radio player again to stop the radio from playing.

To add a radio station to your favorites list, from the Radio menu:

1. Choose 'favorites'.
2. Open the Actions menu.
3. Choose 'Add a favorite'.
4. A list of radio stations available for your country will be displayed. Choose a radio station from the list to add it to your favorites list.

NOTE: You can also add a radio station to your favorites by opening a station in the radio player, then opening the Actions menu and choosing 'add to favorites'.

To play a radio station from your favorites list

The favorites list makes it easier to find and open radio stations you listen to regularly.

1. Choose 'favorites'. A list of your favorite radio stations will be displayed.
2. Choose the radio station you would like to listen to. The radio station will be opened in the radio player and start playing.

Quiz

Based on the information provided in the previous sections:

1. What keyboard command stops and starts playback when you are using the Radio Player?
2. What Dolphin Remote button do you press to skip forward thirty seconds when playing a Podcast?
3. What is the maximum number of Podcast episodes you can choose to download?

Tools

Objectives

By the end of this section, you will be able to:

- Understand the types of components available through the Tools menu and explain the purpose to which they are used.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Tools menu

The Tools menu includes a number of utilities. These include:

- **Calculator.** This option allows you to use the calculator to complete basic calculations.
- **Dictionary.** This option allows you to look up the meaning of a word in the dictionary.
- **Training.** This option allows you to watch some simple videos to help you learn to use the product with a keyboard, remote control or touch screen. The training utility also includes a typing tutor to help you practice your keyboard skills.
- **Back-up and restore.** This option allows you to back-up and restore your settings and files.
- **Support.** This option allows a member of your Dolphin dealer's support team to connect to your computer to fix any technical issues you have.
- **About.** This option allows you to find information about the version of GuideConnect which you are running.

Calculator

The calculator allows you to complete basic math calculations.

To complete a sum, type the sum into the calculator using numbers and symbols on your keyboard. Below are the symbols you can enter into the calculator:

- To type a PLUS sign, enter a + symbol using your keyboard.
- To type a MINUS sign, enter a – symbol using your keyboard.
- To type a DIVIDE sign, enter a / symbol using your keyboard.
- To type a MULTIPLY sign, enter a * symbol using your keyboard.
- To hear the answer, press ENTER or the = symbol on your keyboard.
- If you are controlling GuideConnect using a touch screen or Dolphin Remote, an on screen keyboard will be displayed when you open the calculator.
- To complete a sum, type the sum into the calculator using numbers and symbols on your on screen keyboard. Below are the symbols you can enter into the calculator:
 - To type a PLUS sign, enter a + symbol using the on screen keyboard.
 - To type a MINUS sign, enter a – symbol using the on screen keyboard.
 - To type a DIVIDE sign, enter a $\frac{\square}{\square}$ symbol using the on screen keyboard.
 - To type a MULTIPLY sign, enter a × symbol using the on screen keyboard.
 - To hear the answer, press the = symbol using the on screen keyboard.

Dictionary

The dictionary allows you to look up the meaning of words.

To look up the meaning of a word in the dictionary, type the word you would like to look up into the dictionary, then press ENTER. If the word is included in the dictionary, the definition will be displayed and the voice will start to read it back to you. If a word has more than one meaning, the voice will read through each definition of the word in turn.

Training

The options available in the Training utility are:

- **Getting started wizard.** This option allows you to re-run the getting started tutorial. This includes video tutorials to teach you how to control the product using a keyboard and mouse, a Dolphin Remote or a touch screen.
- **Typing tutor.** This option allows you to practice your keyboard skills. Once you select this option, a list of keyboard lessons will be displayed for you to choose from. Choose a lesson from the list to practice your keyboard skills. The lessons will continue for as long as you like. Once you do not want to practice the lesson any more, press ESCAPE to close the typing tutor and hear your score.

Remote Support

The Support utility provides options for getting support from your Dolphin dealer.

Remote support. This option allows a member of your Dolphin dealer's support team to connect to your computer to fix any technical issues you have. Once you select Remote support, a username and password will be displayed and read back to you. You will need to give this information to your Dolphin dealer's Support team to allow them to connect to your computer.

Backup and Restore

The Backup and restore utility allows you to save your current settings so you can restore them again in the future. The options available in the Backup and restore utility are:

- **Backup.** This option allows you to save a copy of your settings and other data. By creating a backup of your settings and data, you will protect yourself from losing any settings if there is a technical problem with your computer.
- **Restore.** This option allows you to restore your settings to a previous backup.
- **Reset to factory setting.** This option allows you to reset the product to its factory settings. Once you select this option, you will be provided with further options to reset only the settings, or for a full factory reset to reset all of the product's settings and remove all of the product data from the device.

About

- **The About** utility provides information about the version of the product which you are currently running. The options available in the About utility are:
- **Version number.** This option reads the primary number to identify the version of the product which you are running.
- **Build number.** This option reads a more detailed number to identify the exact version of the product which you are running.
- **Serial number.** This option reads your customer registration number which was assigned to you when you bought the product. Your Serial number will be unique to you.
- **Running from.** This option reads the location where the product is installed on your device.
- **Operating system version.** This option reads the version of Microsoft Windows which is installed on your device.

Quiz

Based on the information provided in the previous sections:

1. Besides pressing ENTER, what other key press shows the result of a calculation?
2. What security information must you provide to a support engineer so that they can remotely connect to GuideConnect?
3. Why is it important that you take a backup of GuideConnect's settings?
4. Which menu item provides you with information about the product version, build number and customer serial number?

Settings

Objectives

By the end of this section, you will be able to:

- Understand the types of settings available through the Tools menu and the purpose to which they might be used.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Settings menu

GuideConnect includes lots of settings to allow you to change the voice, screen colors, mouse pointer, connect to the internet and more. To open the settings menu, from the Main menu:

1. Choose 'Settings'.

The options available in the Settings menu are:

- **Appearance.** This option allows you to change the screen colors, font, screen brightness and more.
- **Books and news.** This option allows you to change settings for reading books and newspapers, including the speed of the voice for reading books and more.
- **Camera.** This option allows you to select a camera to use with GuideConnect.
- **Email.** This option allows you to change the email settings, including how often GuideConnect checks for new emails, how emails are displayed and more.
- **Internet connection.** This option allows you to change your settings for connecting to the Internet.
- **Letter address.** This option allows you to change the address used when sending letters and the order in which the address fields are displayed when printed.
- **Mouse pointer.** This option allows you to choose a large, high contrast mouse pointer.
- **Podcasts.** This option allows you to change your settings for podcasts.
- **Remote control and wireless devices.** This option allows you to connect wireless devices to GuideConnect, including a Dolphin Remote, wireless speakers, a wireless keyboard and more.
- **Scanner.** This option allows you to select a scanner to use with GuideConnect.
- **Speech and audio.** This option allows you to change the voice, the speed and the volume of the voice and more.
- **Time and date.** This option allows you to change the time and date used by GuideConnect.
- **Touch screen.** This option allows you to change the settings for touch screens.
- **Websites.** This option allows you to change your settings for websites, including whether websites are displayed in their original colors or in a simplified layout with GuideConnect colors.
- **Advanced.** This option allows you to change some of GuideConnect's advanced settings, including whether the product automatically starts when you turn your device on and more.

Appearance settings

The appearance settings include options to change the screen colors, text font, language and much more. The options in the appearance settings are:

- **Screen colors.** This option allows you to change the colors which the product uses. Once you select this option, a list of color themes will be displayed for you to choose from.
- **Text font.** This option allows you to change the font used throughout the product. Once you select this option, a list of font names will be displayed for you to choose from.
- **Tile view mode ON / OFF.** This option allows you to change whether menus are displayed in a tile or list format. When this setting is ON, menus will be displayed as a grid of tiles. When this setting is OFF, menus will be displayed in a simplified list.
- **Screen brightness.** This option allows you to adjust the brightness of the screen. Once you select this option, a list of brightness levels will be displayed for you to choose from.
- **Menu text scrolling ON/OFF.** This option allows you to change whether the text from menus is scrolled when part of the text doesn't fit on the screen. When this setting is ON, the text from menus will scroll right to left when part of the text isn't visible on the screen. When this setting is OFF, the text from menus will not scroll into view if part of the text is not visible on the screen.
- **Display Language.** This option allows you to change the language of the text throughout the product. Once you select this option, a list of available languages will be displayed for you to choose from.

Mouse pointer settings

The mouse pointer settings allow you to choose a large, high contrast mouse pointer. The options available in the mouse pointer settings are:

- **Large mouse pointer ON / OFF.** This option allows you to turn the large high contrast mouse pointer ON and OFF. When set to ON, a large mouse pointer will be displayed on the screen. When set to OFF, a standard Windows mouse pointer will be displayed on the screen.
- **Choose a mouse pointer.** This option allows you to choose which mouse pointer you would like to use. Once you select this option, a list of mouse pointers will be displayed for you to choose from.
- **Transparency.** This option allows you to change the transparency of the mouse pointer. Once you select this option, a list of transparency levels will be displayed for you to choose from.
- **Size.** This option allows you to change the size of the mouse pointer. Once you select this option, a list of size levels will be displayed for you to choose from.
- Remote control and wireless devices
- The Remote control and wireless devices settings allow you to connect and disconnect wireless devices, such as a remote control, wireless speakers and more. The options available in the Remote control and wireless devices settings are:
- **Connect / Disconnect your Dolphin Remote.** This option allows you to connect or disconnect a Dolphin Remote. To connect a Dolphin Remote, you will need to hold down the pairing button on the Dolphin Remote and follow the instructions on the screen.

- **Other devices.** This option allows you to connect other wireless devices, such as wireless speakers. Before selecting this option, please ensure your device is switched on and has its Bluetooth enabled. Once you select this option, the product will search for any Bluetooth-enabled devices near to you and provide an option to connect to them.

Speech and audio settings

The speech and audio settings allow you to choose a voice, change the speed and volume of the voice and more. The options available in the Speech and audio settings are:

- **Speech ON / OFF.** This option allows you to turn the speech ON or OFF. When set to ON, all of the options on the screen will be announced by a natural sounding voice. When set to OFF, none of the options on the screen will be announced.
- **Voice.** This option allows you to choose your preferred voice. Once you select this option, a list of voices will be displayed for you to choose from.
- **Voice volume.** This option allows you to change the volume of the voice. Once you select this option, a list of volume levels will be displayed for you to choose from. You can also change the voice volume using a shortcut key. Press F7 to decrease the volume or press F8 to increase the volume.
- **Voice speed.** This option allows you to change the speed of the voice. Once you select this option, a list of speed levels will be displayed for you to choose from. You can also change the voice speed using a shortcut key. Press F9 to decrease the voice speed or press F10 to increase the voice speed.
- **Announcement level.** This option allows you to change the amount of information the voice announces. When the announcement level is set to high (recommended for new users) the voice will read a clear description of each menu item to help you choose which option you want. When the announcement level is set to low (recommended for experienced users) the voice will not read the description of each item.
- **Speech when typing.** This option opens additional settings to specify what the voice reads when you are typing. The options available for speech when typing are explained below.
- **Speak notifications.** This option allows you to change whether notifications are spoken by the voice.
- **Speakers.** This option allows you to change the speakers which are used to play the speech and audio. Once you select this option, a list of playback devices (e.g. speakers, headphones) which are connected to your computer will be displayed for you to choose from.
- **Speaker volume.** This option allows you to change the volume of the speakers. Once you select this option, a list of volume levels will be displayed for you to choose from.
- **Microphone.** This option allows you to change the microphone used by GuideConnect. Once you select this option, a list of microphones which are connected to your computer will be displayed for you to choose from.
- **Microphone volume.** This option allows you to change the volume of the microphone. Once you select this option, a list of volume levels will be displayed for you to choose from.
- **Voice input ON / OFF.** This option allows you to turn voice input ON and OFF.

- **Test microphone volume.** This option allows you to test the volume of the microphone. Once you select this option, you will be asked to speak into the microphone for between 5 and 10 seconds. Once you have finished, a message will be displayed to advise whether your microphone volume is too high, too low or at the recommended level.
- The options available for Speech when typing are:
- **Typing announcement.** This option allows you to choose whether the voice speaks back characters or words when you are typing. When set to Characters and words, the voice will read each character as you type and also the word when you enter a space or punctuation mark. When set to Characters only, the voice will read back each character as you type but will not announce each complete word. When set to Words only, the voice will not read each character but will read the word back to you when you enter a space or a punctuation mark.
- **Announce capitals when typing.** This option allows you to choose whether the voice tells you when you have typed a capital letter or not. When set to ON, the voice will tell you when you insert a capital letter. When set to OFF, the voice will not tell you when you have inserted a capital letter.
- **Announce punctuation when typing.** This option allows you to choose whether the voice tells you when you have typed punctuation or not. When set to ON, the voice will tell you when you have typed a full stop, comma or other punctuation mark. When set to OFF, the voice will not tell you when you have typed a punctuation mark.
- **Read passwords as star.** This option allows you to change the way passwords are displayed and announced by the voice when they are being typed. When set to ON, each character will be displayed and read as "star" each time a character is typed into a password field. When set to OFF, each character will be displayed and announced as if it were standard text when typing into a password field.

Time and date settings

The time and date settings allow you to change the time and date displayed in your device. The options available in the Time and date settings are:

- **Change system time.** This option allows you to change the time displayed in your computer. Once you select this option, you will be able to specify the hour using the UP and DOWN arrow keys. Once you have set the hour, press ENTER. You will then be able to specify the minutes past the hour using the UP and DOWN arrow keys. Once you have set the minutes, press ENTER. Your new time will now be set.
- **Change system date.** This option allows you to change the date displayed in your computer. Once you select this option, you will be able to specify the day using the UP and DOWN arrow keys. Once you have set the day, press ENTER. You will then be able to specify the month using the UP and DOWN arrow keys. Once you have set the month, press ENTER. You will then be able to specify the year using the UP and DOWN arrow keys. Once you have set the year, press ENTER. Your new date will now be set.
- **Change the time format.** This option allows you to change whether the time is displayed 12 or 24 hour format.

Touch screen settings

The Touch screen settings allow you to change the way the product works on a tablet or touch screen monitor. The options in the Touch screen settings are:

- **Side buttons ON / OFF.** This option allows you to change whether touch screen buttons are displayed on the side of the screen or not. When set to ON, touch screen buttons will be displayed on the left and right edges of the screen. When set to OFF, the touch screen buttons will not be displayed.
- **Zoom lock ON / OFF.** This option allows you to change whether you are prevented from changing the zoom level by touching the touch screen or not. When set to ON, you will be prevented from changing the zoom level when you touch the screen. When set to OFF, you will be able to change the zoom level by holding two fingers on the screen and spreading them further apart or closer together.

Advanced settings

The options available in the advanced settings are:

- **Full screen ON / OFF.** This option allows you to change whether the product takes over the full screen or not. If set to ON, the product will take over the full screen and prevent you from using other programs. If set to OFF, the product will not take over the full screen and you will not be able to use other Windows programs at the same.
- **Reset on exit ON / OFF.** This option allows you to reset all of the product's settings and remove all of the books and newspaper downloaded every time you exit. This option is useful for situations where multiple people will be using the same computer. When set to ON, all settings and library login details will be reset every time you exit. All of the books and newspapers downloaded will also be removed from the device. When set to OFF, the product will retain all the settings when you exit and all of the books and newspapers you downloaded will be available the next time you use it.
- **Send usage information - ON / OFF.** This option allows you to change whether or not you send information about how you use the product to Dolphin. This information includes which features and settings you use most regularly. All information collected adheres to Dolphin's privacy policy and is never sent to any third parties.
- **Auto start - ON / OFF.** This option allows you to change whether the product automatically starts when you turn your device on. When set to ON, the product will automatically start when you turn your device on. When set to OFF, the product will not open when you turn your device on.

Quiz

Based on the information provided in the previous sections:

1. I would like to change the GuideConnect screen colors. How do I make this change?
2. I would like the menus to appear in a simpler style. How do I make this change?
3. I am finding it more difficult to see the mouse pointer on the screen. How do I make it bigger?
4. I would like GuideConnect to use a different voice. How do I make this change?

5. I have just received my new Dolphin Remote Control but do not know how to make it work with GuideConnect. How do I connect the Dolphin Remote to GuideConnect?
6. I work in a resource center where different people use a computer throughout the day. How do I stop GuideConnect starting automatically when the computer turns on and how do I reset its settings for each new user wishing to use this product?

Printing

Objectives

By the end of this section, you will be able to:

- Explain what types of printing can be performed using GuideConnect.
- Understand the types of features that support printing in GuideConnect.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

Print Menu

The Print menu allows you to print your current letter, document, image, address or web page.

To print a letter or document

1. Ensure your printer is connected to your computer and switched ON.
2. Open the letter or document you would like to print.
3. Open the Actions menu.
4. Choose 'Print'.

After choosing to print a letter or document, the print menu will open. The options available for printing a letter or document are:

- **Printer.** This option allows you to select the printer you would like to send your letter or document to. Once you select this option, a list of printers connected to your computer will be displayed for you to choose from.
- **Paper type.** This option allows you to specify the paper size. Once you select this option, a list of paper sizes will be displayed for you to choose from.
- **Output size.** This option allows you to change the size of the text on your printed letter or document. Once you select this option, you will be able to choose whether to print your letter or document with small (12pt), medium (24pt) or large text (36pt).
- **Quantity.** This option allows you to change the number of copies of the letter or document that you would like to print. Once you select this option, you will be able to choose how many copies you would like to print from a list.
- **Print.** Once you have checked that all the above options are correct, select this option to send your letter or document to the printer. Please ensure that paper has been inserted into your printer's paper feed before you select this option.

To print a short piece of text from a document onto a label

You can print either a short piece of text from a document or an address from your address book onto a sheet of labels (for example a label for a jar):

1. Ensure your printer is connected to your computer and switched ON.
2. Open the document you would like to print to a label.
3. Open the Actions menu.
4. Choose 'Print label'.

To print an address from your address book onto a label, from the Address book:

1. Ensure your printer is connected to your computer and switched ON.
2. Select the person you would like to print an address for. If you would like to select more than one person, find each contact you would like to print and press SPACEBAR to select them.
3. Open the Actions menu.
4. Choose 'Print'.
5. Choose 'Print address label'.

After choosing to print a label, the print menu will open. The options available for printing a letter or document are:

- **Printer.** This option allows you to select the printer you would like to use to print your label. Once you select this option, a list of printers connected to your computer will be displayed for you to choose from.
- **Label type.** This option allows you to choose the type of label that you would like to print to. Once you select this option, a list of label types will be displayed for you to choose from. Your label type will be displayed on the packaging for your label.
- **Quantity.** This option allows you to change the number of labels that you would like to print. Once you select this option, you will be able to choose how many copies you would like to print from a list.
- **Starting label.** This option allows you to specify which label on the sheet the printer should start at. So if you have already printed 3 labels from your sheet, you can start the printing at position 4. Once you select this option, a list of label starting positions will be displayed for you to choose from.
- **Alignment.** This option allows you to change the alignment of the text when printed onto your label. Once you select this option, you will be able to choose whether the text is aligned to the left, center or right of the label.
- **Print.** Once you have checked that all the above options are correct, select this option to start printing your label. Please ensure your label sheet is inserted into your printer's paper feed before you select this option.

To print an envelope from your address book

1. Ensure your printer is connected to your computer and switched ON.
2. Select the person you would like to print an envelope for. If you would like to select more than one person, find each contact you would like to print and press SPACEBAR to select them.

3. Open the Actions menu.
4. Choose 'Print'.
5. Choose 'Print envelope'.

After choosing to print an envelope, the print menu will open. The options available for printing a letter or document are:

- **Printer.** This option allows you to select the printer you would like to use to print your label. Once you select this option, a list of printers connected to your computer will be displayed for you to choose from.
- **Envelope type.** This option allows you to choose the type of envelope that you would like to print onto. Once you select this option, a list of envelope types will be displayed for you to choose from. Your envelope type will be displayed on the packaging for your envelope.
- **Quantity.** This option allows you to change the number of envelopes that you would like to print. Once you select this option, you will be able to choose how many copies you would like to print from a list.
- **Print.** Once you have checked that all the above options are correct, select this option to start printing your envelope. Please ensure your envelope is inserted into your printer's paper feed before you select this option.

To print a web page

1. Ensure your printer is connected to your computer and switched ON.
2. From the Websites menu, find the web page which you would like to print.
3. Open the Actions menu.
4. Choose 'Print'.

After choosing to print the web page, the print menu will open. The options available for printing a letter or document are:

- **Printer.** This option allows you to select the printer you would like to use to print your web page. Once you select this option, a list of printers connected to your computer will be displayed for you to choose from.
- **Print.** Once you have selected your printer, select this option to start printing your web page. Please ensure that paper has been inserted into your printer's paper feed before you select this option.

Quiz

Based on the information provided in the previous sections:

1. Besides Letters and documents, can you give three examples where you may wish to print in GuideConnect?
2. When printing a letter, what is the size of the text when the Output size is set to Medium?
3. What important check should be performed before you choose to print a document, label or envelope?

File Explorer - Saved Documents and Pictures

Objectives

By the end of this section, you will be able to:

- Understand how to navigate through the files and folders that appear in File Explorer.
- Describe how to perform common file management tasks such as renaming a file or folder.

Please read the following sections and answer the accompanying questions. For the best learning experience, we recommend you assess, review and try out GuideConnect while you read the text.

File Explorer - Saved Documents and Pictures

The file explorer allows you to open documents and pictures saved on your computer. The file explorer is also used to attach files to email messages which you are writing.

To open a letter or document, from the Letters and document menu

1. Choose 'My documents'.
2. A list of the files and folders saved in your 'Documents' folder will be displayed. Choose a document from the list to open it in the document editor, or choose a folder to open a list of documents contained within that folder.
3. To open a document you have scanned and saved, from the Scanner and camera menu:
4. Choose 'My scanned documents'.
5. A list of the documents you have scanned and saved will be displayed. Choose a document from the list to open it in the Reader.
6. To open a picture you have saved, from the Scanner and camera menu:
7. Choose 'My pictures'.
8. A list of pictures saved in your 'Pictures' folder will be displayed. Choose a picture from the list to open it, or choose a folder for a list of pictures contained within that folder.

Whilst viewing your list of documents or pictures, open the Actions menu for more options. The actions available are:

- **Rename.** This option allows you to change the name of the currently selected file or folder. Once you select this option, an edit area will be displayed where you can type a new name for the selected file or folder.
- **Search.** This option allows you to search your current list for a particular file or folder. Once you select this option, an edit area will be displayed where you can type the name of the file or folder you would like to search for. After you have typed the name and pressed ENTER, a list of files and folders which contain your search term will be displayed.
- **Sort.** This option allows you to sort your list by date or alphabetically. If your list is currently sorted alphabetically, selecting this option will sort the list by date. If your list is currently sorted by date, selecting this option will sort the list alphabetically.

- **Open from device.** This option allows you to open a file from a USB memory stick. Before selecting this option, please ensure your USB memory stick is inserted into your computer. Once you select this option, a list of USB devices connected to your computer will be displayed. Choose your USB device from the list to open a list of files and folders on your device. A list of either the documents or pictures contained on your device will be listed depending on whether you entered file explorer through 'My documents' or 'My pictures'. Select a document or picture to open it.
- **Delete.** This option allows you to delete the currently selected file. After you select this option, you will be asked if you are sure that you want to delete the file. Choose 'Yes' to delete the file, or choose 'No' to return to you file list.

To add an attachment to an email message that you are writing

1. Write your email message.
2. Open the Actions menu.
3. Choose 'Add attachment'. A list of the attachments already added to your email will be displayed.
4. Open the Actions menu.
5. Choose 'Add attachment'. A list of documents, pictures and folders contained in your 'Documents' folder will be opened. Choose a document or picture from this list to attach it to your email message, or choose a folder to open a list of documents and pictures contained within that folder.
6. Once you have chosen a file to attach, the file will be added to your attachments list. Press ESCAPE to return to your email message.


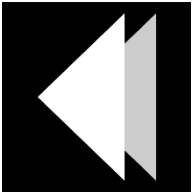
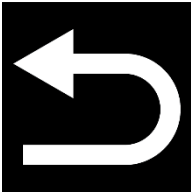

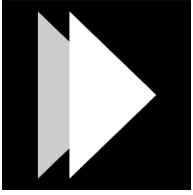
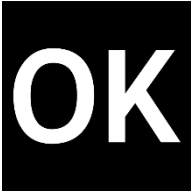
Quiz

Based on the information provided in the previous sections:


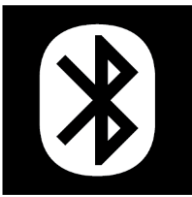
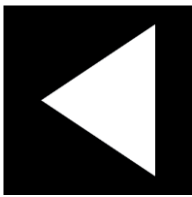


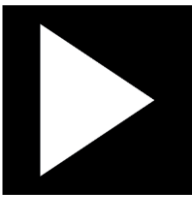
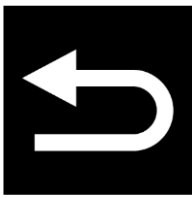

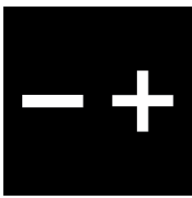
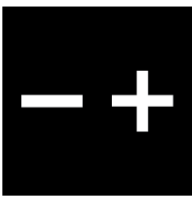
1. Can you give three examples where the use of File Explorer is required in GuideConnect?
2. What action might you perform in File Explorer if you are unable to find a file you want to open?

APPENDIX

Touchscreen Quick Reference

	Actions (appears when available)
	Previous
	Go Back
	Help & Info
	Next
	Select

Remote Control Quick Reference

	Actions		Bluetooth Pairing
	Previous		Help & Info
	Select		Next
	Go Back		Start / Stop Reading
	Press and hold to Increase / Decrease Magnification		Increase / Decrease Volume



Keyboard Shortcuts Quick Reference

Ctrl + 0	Voice On / Off
F1	Help
F2	Actions menu
F3	Help & Info
F4	Repeat
F5	Continue reading
F6	Start voice input*
F7 / F8	Voice Volume: Decrease / Increase
F9 / F10	Voice Speed: Decrease / Increase
F11 / F12	Magnification: Decrease / Increase

Shortcut keys for menus

Next item	DOWN / RIGHT ARROW
Previous item	UP / LEFT ARROW
Select item	ENTER
Back to previous screen	ESCAPE
Help	F1
Actions	F2
Help & Information	F3
Read current item	F4
Interrupt speech	CTRL

Shortcut keys for writing

Next / previous word	CTRL + RIGHT / LEFT ARROW
Selecting text	SHIFT + ARROWS
Copy selected text	CTRL + C
Paste text	CTRL + V
Next / previous character	RIGHT / LEFT ARROW

Shortcut keys for reading

Next / previous line	DOWN / UP ARROW
Continuous read	F5
Pause	CTRL

Shortcut keys for websites

Next / previous item	DOWN / UP ARROW
Next / previous character	RIGHT / LEFT ARROW
Next / previous word	CTRL + RIGHT / LEFT ARROW
Turn images ON / OFF	CTRL + I
Change display mode	CTRL + T
Next heading	H
Next edit area	E
Next link	K
Back a page	BACKSPACE

Video Tutorials

All located on the Dolphin website <https://yourdolphin.com/en-gb/support/videos/>

Quiz Answers

Unlocking and activating

1. Who do you contact to obtain an unlock code for GuideConnect?

Answer: Dolphin Computer Access or your local Dolphin dealer.

2. How many days can you use GuideConnect before you must activate the product?

Answer: 30 days.

3. What are the two processes you can follow to activate GuideConnect? How do these processes differ?

Answer: Internet activation and Manual activation. Internet activation is an automatic process, while Manual activation requires you to obtain and enter an activation code.

Main menu and getting started

1. How many items appear on the Main menu?

Answer: 10 items.

2. You can operate GuideConnect using a keyboard, mouse, touchscreen and what other device?

Answer: Dolphin Remote.

3. What keyboard command opens the Help and information feature?

Answer: F3.

4. What are the system requirements for voice input?

Answer: You must have a microphone connected to the computer and the microphone selected in GuideConnect's Speech and audio settings.

5. What are the touchscreen gestures that change the zoom level?

Answer: To zoom in, hold two fingers on the screen and then move them apart. To zoom out, hold two fingers on the screen and then pinch them together.

6. What items, appearing on the Main menu, require the use of an Internet connection to function?

Answer: Emails; Websites; Books and news; Entertainment. Note, you can read books and newspapers from a USB memory stick, however, most users will be downloading content from online libraries.

7. What important information do you require to connect to a wireless router?

Answer: Router name and password.

8. What Main menu item provides access to the Internet connection settings?

Answer: Main menu, Settings item.

Email

1. Besides having an Internet connection, what information must you know to link an email account to GuideConnect?

Answer: You must know the username and password.

2. What steps do you follow to add a new recipient to a message you are writing?

Answer: From the message screen, open the Actions menu, select View recipients and then from the Recipients screen, open the Actions menu and choose Add recipient.

3. What steps do you follow to add an attachment to a message you are writing?

Answer: From the message screen, open the Actions menu and choose Add attachments and then from the Attachments screen, open the Actions menu and choose Add attachment. Finally, from the File Explorer screen that opens, choose the file you want to attach.

4. What file types can you not send or receive as an attachment? Give two examples.

Answer: Spreadsheets and presentation slides.

5. How regularly does GuideConnect check for new mail and what process do you follow to adjust this setting?

Answer: By default, GuideConnect checks for new messages every 30 minutes. You can

change this from the Main menu, Settings, Email, check for new emails and choose a different time.

Letters and documents

1. What is the default file type in which documents are saved?

Answer: Rich text format (RTF).

2. What steps do you follow to add a word to the spellcheck dictionary?

Answer: From the document screen, open the Actions menu and choose Spellcheck and then from the Spellcheck screen, open the Actions menu and choose Add to dictionary.

3. What keyboard command starts the reading of a document from the current cursor position?

Answer: F5.

4. What keyboard command describes the format of the current character?

Answer: F4 pressed two times.

5. What keyboard command describes the alignment of the current paragraph?

Answer: F4 pressed three times.

Websites

1. What touchscreen gesture starts and stops the continuous reading of a webpage?

Answer: Tap once with two fingers.

2. What keyboard command moves the focus to the next heading on a webpage?

Answer: H.

3. What steps do you follow to add a webpage to the Favorites list?

Answer: First, open the webpage you want to add to your favorites list, then open the Actions menu and choose Add to favorites.

4. What steps do you follow to change the appearance of webpages?

Answer: From the Main menu, select Settings, Websites and choose Display mode to change the colors and layout of webpages. From the Websites menu, you can also choose to turn off the appearance of images on webpages.

Scanner and camera

1. What must you do to ensure GuideConnect can detect a scanner or camera?

Answer: Ensure the device is connected to the computer.

2. What is the purpose of Column mode and when would you use this feature?

Answer: Column mode controls whether text from the image is read across the page or separated into columns. You may wish to turn Column mode on to read newspaper articles, bank statements, etc. where information is presented in columns.

3. How do you correct excessive flickering from an image taken with a camera?

Answer: From the Main menu, select Settings, Camera and choose Anti flicker.

Books and news

1. What keyboard command starts and stops the reading of a book?

Answer: ENTER.

2. What Dolphin Remote button starts and stops the reading of a book?

Answer: OK button.

3. What touchscreen gesture starts and stops the reading of a book?

Answer: Tap the OK button or tap the screen once with two fingers.

What steps do you follow to turn off the highlight that appears when reading text in a book?

Answer: From the Main menu, select Settings, Books and news and choose Reader highlight.

Address Book and Calendar

1. What are the required fields in the Address Book?

Answer: A contact must contain either a name or a company name for the entry to be saved.

What field in the Address Book must contain data for you to be able to send an email message to the contact?

Answer: The email address field must contain an accurate email address. If no email address is present then you will not be able to send the contact an email message through the Actions menu.

2. What steps do you follow to check a notification if you are using the keyboard?

Answer: F3.

Entertainment

1. What keyboard command stops and starts playback when you are using the Radio Player?

Answer: ENTER.

2. What Dolphin Remote button do you press to skip forward thirty seconds when playing a Podcast?

Answer: Next button.

3. What is the maximum number of Podcast episodes you can choose to download?

Answer: One hundred episodes.

Tools

1. Besides pressing ENTER, what other key press shows the result of a calculation?

Answer: EQUALS (=).

2. What security information must you provide to a support engineer so that they can remotely connect to GuideConnect?

Answer: A support engineer requires the username and password that appears when you choose the Support, Remote support item in the Tools menu.

3. Why is it important that you take a backup of GuideConnect's settings?

Answer: Taking a backup ensures you can quickly restore GuideConnect to your preferred settings following a computer failure.

4. Which menu item provides you with information about the product version, build number and customer serial number?

Answer: About menu item.

Settings

1. I would like to change the GuideConnect screen colors. How do I make this change?

Answer: From the Main menu, select Settings, Appearance, Screen colors and choose a different color theme.

2. I would like the menus to appear in a simpler style. How do I make this change?

Answer: From the Main menu, select Settings, Appearance, Tile View Mode and choose Off.

3. I am finding it more difficult to see the mouse pointer on the screen. How do I make it bigger?

Answer: From the Main menu, select Settings, Mouse Pointer, Size and choose a different value.

4. I would like GuideConnect to use a different voice. How do I make this change?

Answer: From the Main menu, select Settings, Speech and audio, Voice and choose a different voice.

5. I have just received my new Dolphin Remote Control but do not know how to make it work with GuideConnect. How do I connect the Dolphin Remote to GuideConnect?

Answer: From the Main menu, select Settings, Remote Control and Wireless Devices and, if a Dolphin Remote is connected, first choose to Disconnect this device. Once

disconnected, choose Connect to your Dolphin Remote and then follow the onscreen instructions.

6. I work in a resource center where different people use a computer throughout the day. How do I stop GuideConnect starting automatically when the computer turns on and how do I reset its settings for each new user wishing to use this product?

Answer: First, from the Main menu, select Settings, Advanced, Auto start and choose Off. Then, from the Advanced menu, select Reset on exit and choose On.

Printing

1. Besides Letters and documents, can you give three examples where you may wish to print in GuideConnect?

Answer: Examples include emails, webpages, labels and envelopes.

2. When printing a letter, what is the size of the text when the Output size is set to Medium?

Answer: 24 pt.

3. What important check should be performed before you choose to print a document, label or envelope?

Answer: Ensure the printer is connected and paper is inserted.

File Explorer - Saved Documents and Pictures

1. Can you give three examples where the use of File Explorer is required in GuideConnect?

Answer: Examples include saving or adding email attachments, opening letters and documents and opening and copying books and newspapers to a USB memory stick.

What action might you perform in File Explorer if you are unable to find a file you want to open?

Answer: Use Search.