

See **UC Lesson 2.4** for commands you can use to change the size of windows including the UC List dialog box.
 See **UC Lesson 3.2** for commands you can use to navigate dialog boxes including UC List.

The folder and file commands allow you to ease into fast access to your documents. You'll probably sometimes call up files directly and sometimes go to a particular folder to browse for a file. This will also change over time. After browsing to a particular spot several times you're more likely to remember a specific folder or file name.

Self-guided Tour 5.7: Calling up folders (including drives)

UC Folder	Calls up the UC List dialog box open to the Folder tab so you can see what the Folder list contains
Window Close	Closes the dialog box
Word New	Opens Word
UC Clipboard Folder	Calls up the Open dialog box open to the UC Clipboard folder
UC Demo Folder	Switches to the UC Demo folder
Window Close	Closes the dialog box
Documents Folder	Calls up the Open dialog box open to the My Documents folder
Window Close	Closes the dialog box
Window Close	Closes Word
Windows New	Opens a new instance of Windows Explorer
C Drive Folder	Goes to the to the C drive
UC Help Folder	Switches to the UC Help folder
UC Demo Folder	Switches to the UC Demo folder where the UC documentation files are stored
Orange Cat	Selects the Orange Cat folder
Enter	Opens the Orange Cat folder
Add Folder	Adds the Orange Cat folder to your Folder list
Enter	Puts the new folder on your list — you should see it appear at the bottom if your list is in chronological order (default) or in alphabetical order if your list is sorted alphabetically
Window Close	Closes the UC List window, which calls up the Save Changes dialog box
Under Romeo · Under Yankee (wait for NatSpeak to restart)	Saves the change and restarts Natspeak
Speech On	Turns the yellow (asleep) microphone on
Word New	Opens Word
Orange Cat Folder	Calls up the Open dialog box open to the Orange Cat folder
Window Close	Closes the Open dialog box
many cats sitting on a worn-out couch	Types “many cats sitting on a worn-out couch”
Save to Orange Cat Folder	Calls up the Save As dialog box to the Orange Cat folder
Window Close	Closes the Save As dialog box
Window Close · No	Closes Word without saving