

# UC Quick 2: Working with Windows

## 2.1 Opening and closing standard programs

**<standard program>\* Open/New/Close**  
**Win(dow) Back (or Alternate Escape)**  
**Win(dow) Forward (or Shift Alternate Escape)**  
**Win(dow) Recent (or Alternate Tab)**

[\*Standard programs: Access, Acrobat, Address Book, Base, Calc, Calculator, Draw, Dreamweaver, Emacs, Eudora, Excel, (Outlook) Express, Filezilla, Firefox, Google Desktop, Illustrator, Impress, InDesign, Internet (Explorer), iTunes, Math, (Windows) Media Player, Netscape, Notepad, Outlook, PageMaker, Photoshop, Picasa, PowerPoint, Project, Quark, Quicken, QuickView, Solitaire, Thunderbird, Visio, Visual (Studio), Windows (Explorer), Word, WordPad, Writer] **Note:** () for reference only.

## 2.2 Opening and closing any program that appears on your Start menu or desktop

**start <any program name in your Start menu>**

## 2.3 Accessing and working with windows and documents, including from the Taskbar and Tray

**Win(dow)/Doc(ument)/<standard program> Min(imize)/Max(imize)/Restore/Close**  
**Window 1-20**  
**Screen Clear (Recent)**  
**Tray/Tray Right 1-20**  
**Win(dow)/Doc(ument)/<standard program>/Window 1-20 (Max) Close**

## 2.4 Sizing windows

**Size 1-100 By 1-100**  
**Size 1-100 Left/Right/Up/Down**  
**Size 1-100 By/By 1-100**

## 2.5 Getting ready to move and size windows: Rulers

**Rulers Open/Close**

## 2.6 Moving windows

**Window 0-100 By 0-100**  
**Window 1-100 By**  
**Window By 1-100**  
**Window 1-100 Left/Right/Up/Down**

## 2.7 Navigating Windows operating system menus and dialog boxes

**Start/Control/Cursor/Doc(ument)/Taskbar Menu**  
**Start/Touch/Cursor/Taskbar Right**  
**Start Programs/Doc(ument)s/Settings/Favorites/Run**  
**start <any program on the Start menu>**

**Toolbars/Network Menu (or Network And)**  
**<dialog box>\*\* Open/Close**  
**Task Processes/Applications/Performance**  
**Taskbar Toolbars**  
**Escape**  
**Cancel**

[\*\*Dialog boxes: Backup, Character, Computer, Control (or Control Panel), Disk, Event, System Help, Local (or Local Area), Magnifier, MSconfig, Narrator, On-screen, Performance, Printers (or Printers And), Search, Services, Sound, System (Properties), System Info(rmation), Task Open (or Task Manager), Taskbar (or Taskbar And or Taskbar Properties), Utility, Volume]

## 2.8 Opening a program and recent document in one step

**<standard program> Open/New 1-9**

## 2.9 Closing and saving a window or document in one step

**Win(dow)/Doc(ument)/<stand. prog.> (Max) Close Yes/No**  
**Win(dow) Close Under <a-z> (Under <a-z>)**  
**Win(dow) Close Under <a-z> (Under <a-z>) · Enter**

## 2.10 Closing and/or opening several windows or documents in one step

**Win(dow)/Doc(ument) Close Times 1-10**  
**Win(dow)/Doc(ument) Close · (Yes/No) · Win(dow)/Doc(ument) Close**  
**<standard program> Open/Close · <standard program> Open/Close**  
**Win(dow)/Doc(ument) Close · <standard program> Open/Close**  
**<standard program> Open/Close · Win(dow)/Doc(ument) Close**

## 2.11 Clearing the desktop and calling up a window in one step, and calling up two windows at once

**Clear Win(dow) 1-20**  
**Win(dow) 1-20 1-20**

## 2.12 Sizing and moving a window at once

**(<standard program>/Window 1-20) Size 1-100 By 1-100 (By) 0-100 (By)**  
**(<standard program>/Window 1-20) Size By 1-100 (By) 0-100 (By)**  
**(<standard program>/Window 1-20) Size 1-100 By (By) 0-100 (By)**

## 2.13 Switching to a new window and moving the cursor at once

**Win(dow) 1-20 · Screen Up/Down/1-200**  
**Win(dow) 1-20 · 1-200 Screen Up/Screen (Down)**  
**Win(dow) 1-20 · Top/Bottom 1-200 Up/Down**

## 2.14 Moving the cursor in one window while remaining in another window

**Win(dow) 1-20/<standard program> · (1-200) Screen Up/Screen (Down) Return**  
**Win(dow) 1-20/<standard program> · Screen 1-200 Return**  
**Win(dow) 1-20/<standard program> Top/Bottom/1-200 Up/1-200 Down Return**

## 2.15 Turning speech on and changing windows at once

**Speech On · <standard program> Open/New/(Max) Close**  
**Speech On · <standard program> (Open) Max**  
**Speech On · <standard program> Close · Yes/No**  
**Speech On · Win(dow)/Doc(ument) Min(imize)/Max(imize)/Restore/ Open/Close**  
**Speech On · Win(dow)/Doc(ument) Close Yes/No**  
**Speech On · Window 1-20**  
**Speech On · Rulers Open/Close**  
**Speech On · <UC manual section or subsection command>**

## 2.16 Changing windows and putting the microphone to sleep at once

**Win(dow)/Doc(ument) Min/Max/Restore/(Max) Close (· Yes/No) · Speech Off**  
**<standard program> Open/New/(Max) Close (· Yes/No) · Speech Off**  
**Window 1-20 (· (Max) Close) · Speech Off**  
**Win(dow)/Doc(ument) (Max) Close Times 1-10 · Speech Off**  
**Rulers Open/Close · Speech Off**  
**<combination key command>/Function <1-12> · Speech Off**

## 2.17 Changing windows and turning the microphone off at once

**Win(dow)/Doc(ument) Min/Max/Restore/(Max) Close (· Yes/No) · Microphone Off**  
**<standard program> Open/New/(Max) Close (· Yes/No) · Microphone Off**  
**Window 1-20 (· (Max) Close) · Microphone Off**  
**Win(dow)/Doc(ument) (Max) Close Times 1-10 · Microphone Off**  
**Rulers Open/Close · Microphone Off**  
**<combination key command>/Function <1-12> · Microphone Off**

## 2.18 Opening the Tray menu and pressing keys

**Tray (Right) <1-20> <1-2 letters or numbers> (· Enter)**  
**Tray (Right) <1-20> (· 1-40) Up/Down (·Enter)**