




RUNNING THE ACCESS TOOLS MENU

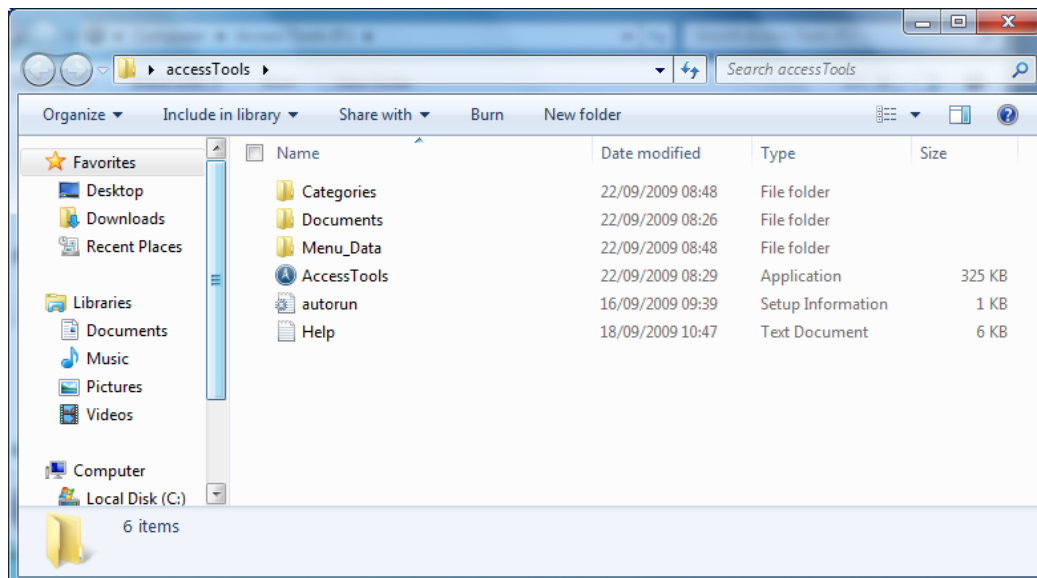
The Access Tools menu may be run from a USB flash drive or from a folder on your computer. We recommend dedicating a USB flash drive to Access Tools.

FROM A USB FLASH DRIVE

- Connect the USB flash drive to your computer. An auto-run dialog will appear.
- **Windows XP/Windows Vista:**
Choose  Launch Access Tools.
- **Windows 7:**
Choose to view files on the drive then run the  AccessTools executable file.
- If no auto-run dialog appears, open the Start menu, select Computer, then open the drive labelled "Access Tools". Now run the  AccessTools executable file.

FROM A FOLDER ON YOUR COMPUTER

- Download the accessTools.zip package to your computer. This is available from our website, at <http://access.ecs.soton.ac.uk>.
- Unzip the downloaded package into an empty directory.
- Rename this directory as accessTools.
The following screenshot shows how your folder should be organised:



- Run the  AccessTools.exe file to launch the menu.

CUSTOMISING YOUR MENU

The menu can be customised in many ways to improve readability and usability.

CHANGING APPEARANCE

Select the Settings menu (press the Alt key to reach menu bar) from the top of the Access Tools menu. The following options are available:

- **Colour Scheme:** Choose a combination of background and text colours.
Shortcut: Ctrl + 1-7 quickly selects colour schemes. e.g. Ctrl+3.
- **Reverse Colour Scheme:** Swaps the background and text colours.
Shortcut: Ctrl + R.
- **Background Colour:** Choose a pre-set colour or set a custom one.
Shortcut: Ctrl + B.
- **Foreground (text) Colour:** Choose a pre-set colour or set a custom one.
Shortcut: Ctrl + T.
- **Change Font:** Select a font and size.
Shortcut: Ctrl + F.
- **Default Font:** Restores font settings to defaults.
Shortcut: Ctrl + D.
- **To reset all settings:** Press Ctrl + Z.

CHANGING THE ICON

- Locate the Menu_Data folder on the Access Tools flash drive.
- Replace the "logo.ico" file with your own icon file.

LAUNCHING AN APPLICATION

There are many ways of launching an application. Use any one from this list:

- Double-click on the desired application in the menu list.
- Use your keyboard to select an application on the list, then press Enter.
- Right-click on the Access Tools icon in the System Tray and click on the application you want to launch.
- Right-click an application on the Access Tools menu and select Launch.

EDITING AN APPLICATION DESCRIPTION

- Right-click (or select and use the menu key) on the desired application from the menu list.
- Select "Edit Description..." from the menu.
- Modify the description.
- Select OK. The description is now updated.

GETTING HELP

- Click on the Help Menu at the top of the Access Tools menu.
Keyboard: Press Alt to select the menu-bar, and tab to Help.
- **Keyboard Shortcuts:** Shows a list of all the keyboard shortcuts.
- Press F1 to load this file from the menu.

ADDING NEW APPLICATIONS TO THE FLASH DRIVE

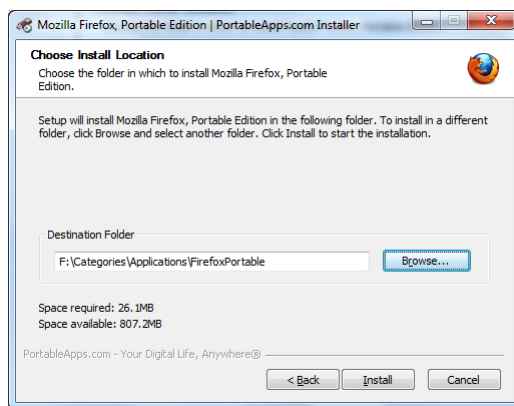
New applications may be added to the flash drive provided they require no installation. In the future, we will be providing a download service that installs applications directly to the menu, thus reducing this process to a few simple steps.

- Download a portable application from the Internet.
- Open the Access Tools flash drive and locate the Categories folder. Open the most appropriate category folder for your new application.
- Unzip/extract/install the application to this folder. For example, place a new Accessibility Tool in the \Categories\Accessibility Tools folder.

The following example illustrates how Mozilla Firefox Portable Edition may be added to the Access Tools flash drive.

1. Download the installer for the portable version of Firefox from <http://sourceforge.net/projects/portablefirefox/>.
2. Connect your Access Tools USB Flash Drive.
3. Locate the downloaded file, and run it.
4. Windows may show a Security Warning about running this software. If this happens, select Run.
5. The Installation Wizard will appear. Select "Next", Accept the License Agreement and proceed to Choose Install Location.

6. Select the "Browse..." button for the Destination Folder.
7. Locate the Access Tools flash drive.
8. Select the "Categories" subfolder on the flash drive. This reveals three subfolders: Accessibility Guides, Accessibility Tools, and Applications.
9. Firefox is an Application, so select the "Applications" folder.
10. Select the OK button to confirm your choice.
11. The Destination Folder should now contain the directory you choice, followed by FirefoxPortable. For example, "F:\Categories\Applications\FirefoxPortable".
If the name of the application (FirefoxPortable in this case) has not been appended automatically, add it yourself.



12. Click "Install" to begin the installation.
13. When the program has finished installing, locate this folder and find the executable file for the application. Ensure the folder has the same name as the executable - if not; rename the folder. This is required for correct operation of the menu.
14. Launch the Access Tools menu in the normal way. The new application should now be shown.

REMOVING APPLICATIONS FROM THE FLASH DRIVE

- Locate the application folder on the Access Tools flash drive.
- Delete the folder.
- If you now try to launch the deleted application, Access Tools will remove it from your menu.
- To temporarily hide an application from the menu without deleting it, right-click the application on the menu and select "Hide Application". The application will be hidden until you close and re-launch Access Tools.