Mongol Dip

**Software for the Visually Impaired People**

**USER’S MANUAL**

|  |  |
| --- | --- |
| **Contents** | **Page No** |
| **Introduction** | **3** |
| **System & Software Requirement** | **3** |
| **Installation Process** | **4** |
| Short Cut Keys of Mongol Dip Browser | **5** |
| Short Cut Keys of Notepad & PDF Document | **8** |
| Short Cut Keys of Microsoft Word Document | **9** |
| Short Cut Keys of Microsoft PowerPoint Document | **11** |
| Short Cut Keys of Microsoft Excel Document | **14** |
| Short Cut Keys of Media Player | **16** |

**Introduction**

This document describes about Mongol Dip software user guideline. By following this guideline any user can use Mongol Dip software easily.

**System & Software Requirement**

**System:** This program is specially designed to operate preferable with Windows 2007.

**Software (Requirement Software’s are attached with the CD):**

1. **Java platform(Run Time Environment)**
2. **.net framework 3.5**
3. **Microsoft office 2007**
4. **Avro Bangla Software version- 5.0.6.0 Beta**

**Installation Process**

**Please follow step by step process to install Mongol Dip Software**

**Step 1: Resources Folder (Attached with the CD) keeps in directory C:\**

**Step 2: Install setup.exe from Mongol Dip folder.**

**Step 3: Must Install Microsoft office 2007 software before run Mongol Dip.**

**Step 4: After Complete installation successfully a shortcut create in desktop named Mongol Dip. User can use Mongol Dip by using this desktop shortcut.**

**Short Cut Keys of Mongol Dip Browser**

|  |  |  |
| --- | --- | --- |
| **Events** | **Short-cut Keys** | **Output** |
| To know any keyboard key name | Press the desire key | * If you press any it will echo this key |
| Instruction of how to operate Mongol Dip Browser | F1 | * When you press this key it will echo short-cut key combination for using Mongol Dip |
| To Select File/Folder from current link | Press Right/left /up/down key | * If you select a folder it will echo folder name * If you select file it will echo file name with extension |
| To Open/Execute/Enter current selected File/Folder | Press Enter | * If you press Enter on Folder the folder content will be show and you can select folder content using Right/left/up/down key * If you press Enter on File the file will be executed on desire application |
| To Browse link such as My computer, My document, Desktop, Music | Press Tab | * If you select My Computer link it will Echo “My Computer” then you can Browse My Computer Content such as C drive, D drive E drive Etc. |
| To Terminate Any Opening Application | Press Altr + F4 | * If you press the key current open document will terminated automatically |
| To Hear Today’s Date & Time | Press Insert + F12 | * If you press Insert + F12 it will echo today’s date & time |
| To Shut-Down Computer | Press Insert + F4 | * If you press Insert + F4 Shut-Down confIrmation window will open then if you press Yes the computer will Shut-Down automatically, if you press No Shut-Down cancel |
| To Open New Microsoft Word Document | Press Ctrl + W | * The new Microsoft Word Document will open then you can create document with the help of echo system |
| To Open New Text Editor Document | Press Ctrl + T | * The new Text Document will open then you can create document with the help of echo system |
| To Open New Excel Document | Press Ctrl + E | * The new Microsoft Excel Document will open then you can create document with the help of echo system |
| To Open New PowerPoint Document | Press Ctrl + P | * The new Microsoft PowerPoint Document will open then you can create document with the help of echo system |
| To Open E-mail Sending & Receiving Window | Press Ctrl + M | * The Mail window will then you can send or check mail with the help of echo system |
| Copy File/Folder | Press Ctrl + C | * The selected file/folder will copy then you need to paste it in desire location |
| Paste File/Folder | Press Ctrl+ V | * The pasting file/folder is stated after completed the process it will confirm you paste is complete |
| Edit File Folder Name From Mongol Dip Browser | Press F2 | * User can edit file, folder name from Mongol Dip Browser |
| Delete File/Folder | Press Delete | * The delete confirmation window will open and then if you press yes delete will and after completed delete it will confirm, if you press No it will terminate the delete process |
| To Increase Speaker Volume | Press Ctrl + D9 or Press + | * The Sound Volume of the system is increase |
| To Decrease Speaker Volume | Press Ctrl + D8 or Press - | * The Sound Volume of the system is Decrease |
| To Increase Speech Speed | Press Ctrl + D7 or Press \* | * The Speech Speed of the system is increase |
| To Decrease Speech Speed | Press Ctrl + D6 or Press / | * The Speech Speed of the system is decrease |
| To Add a new Folder | Press Ctrl + F | * Add a new folder in the current directory. |
| To on-off Speaker Sound | Press Space key | * To on or off Speaker Sound |

**Short-Cut keys of Notepad & PDF Document**

|  |  |  |
| --- | --- | --- |
| **Events** | **Short-cut Keys** | **Output** |
| Instruction of how to operate Notepad & PDF Document | Press Ctrl + Numpad 0 or Ctrl + D0 | * When you press this key it will echo short-cut key combination for using Notepad & PDF |
| To Listen One Character From Left | Press Left Arrow | * It will echo one Character From Left |
| To Listen One Character From Right | Press Right Arrow | * It will echo one Character From Right |
| To Listen One Word From left | Press Ctrl + Right Arrow | * It will echo one Word From Left |
| To Listen One Word From Right | Press Ctrl + Left Arrow | * It will echo one word From Right |
| To Listen Full Text | Press Ctrl + End | * It will echo Full Text |
| To Save document | Press Altr + F4 | * To save the document |

**Short-Cut keys of Microsoft Word Document**

|  |  |  |
| --- | --- | --- |
| **Events** | **Short-cut Keys** | **Output** |
| Instruction of how to operate Word Document | Press Ctrl + Numpad 0 or Ctrl + D7 | * When you press this key it will echo short-cut key combination for using Microsoft word document. |
| To Listen One Character From Left | Press Left Arrow | * It will echo one Character From Left |
| To Listen One Character From Right | Press Right Arrow | * It will echo one Character From Right |
| To Listen One Word From left | Press Ctrl + Right Arrow | * It will echo one Word From Left |
| To Listen One Word From Right | Press Ctrl + Left Arrow | * It will echo one Word From Right |
| To Listen One Up Paragraph | Press Ctrl + Up Arrow | * It will echo previous Paragraph |
| To Listen One Down Paragraph | Press Ctrl + Down Arrow | * It will echo next Paragraph |
| To Detect Table Cell Position | Press Tab/Up. | * Echo Current Table Row & Column Position |
| To echo Line | Press Up or Down Key | * Echo previous and next line |
| To Read previous sentence | Alt + Up | * Echo previous sentence |
| To Read next sentence | Alt + Down | * Echo next sentence |
| Echo selected text | Shift + Right/Left Key | * Echo current selected text |
| Echo selected text | Shift + Up/Down Key | * Echo current selected text |
| Select previous cell of table | Alt + Ctrl + Left key | * Select previous cell and echo cell content |
| Select next cell of table | Alt + Ctrl + Right key | * Select next cell and echo cell content |
| Select first cell of table | Alt + Ctrl + Home | * Select first cell and echo cell content |
| Select last cell of table | Alt + Ctrl + End | * Select last cell and echo cell content |
| To Know column title of table | Alt + D1 | * Echo column title |
| To Know row title of table | Alt + D7 | * Echo row title |
| Say font instruction of current text document | Insert + F | * Echo current text font |
| Say Page Layout | Insert + F1 | * Echo Page Layout Information |
| Say Color Instruction | Insert + D5 | * Echo Color of current text |
| To create new office Document | Press Ctrl + n / N | * It will create new presentation |
| To Save Currently Working Word document | Press Ctrl + S | * Save current Word document |
| To Save Current working Word document and close | Press Alt + F4 | * Save Word document and close. |

**Short-Cut keys of Microsoft Power Point Document**

|  |  |  |
| --- | --- | --- |
| **Events** | **Short-cut Keys** | **Output** |
| To Listen One Character From Left in Text Edit Mode | Press Left Arrow | * It will echo one Character From Left |
| To Listen One Character From Right in Text Edit Mode | Press Right Arrow | * It will echo one Character From Right |
| To Listen One Word From Left in Text Edit Mode | Press Ctrl + Left Arrow | * It will echo one Word From Left |
| To Listen One Word From Right in Text Edit Mode | Press Ctrl + Right Arrow | * It will echo one Word From Right |
| To Listen Paragraph From Up to Down | Press Ctrl + Down Arrow | * It will echo paragraph from up to down |
| To Listen Paragraph From Down to Up | Press Ctrl + Up Arrow | * It will echo paragraph from down to up. |
| To go next slide | Press Down Arrow | * If you press Down Arrow then will go next slide and echo current & total slide number |
| To go previous slide | Press Up Arrow | * If you press Up Arrow then will go previous slide and echo current & total slide number |
| To select Text area/Shape from slide document | Press tab | * It will Echo selection shape type and text |
| Edit operation when make slide | Press F2 or Enter | * It will Echo selection is on text |
| To deselect anything | Press Escape key | * If you press Escape then selected portion will be deselect |
| Slide show start and stop | Press F5 key | * If you press F5 then slide show will start |
| Go prior slide when slideshow running | Press PageUp / P key | * It will go previous slide show & echo current slide title & position |
| Go next slide when slideshow running | Press PageDown / N Space key | * It will go next slide show & echo current slide title & position. |
| Go prior slide and echo full slide when slideshow running | BackSpace key | * It will go prior slide and echo full slide |
| Go next slide and echo full slide when slideshow running | Space key | * It will go next slide and echo full slide |
| To read text of slide when slideshow running | Press Up / Down / Right / Left Arrow key | * It will echo current slide full text from slideshow. |
| To create new presentation | Press Ctrl + n / N | * It will create new presentation |
| To create new slide | Press Ctrl + m / M | * It will create new slide |
| To Save Currently Working PowerPoint document | Press Ctrl + S | * Save current PowerPoint document |
| To Save Current working PowerPoint document & close | Press Altr + F4 | * Save PowerPoint document and close. |
| To go top most slide | Press Ctrl + Home | * To go 1st slide |
| To go last slide | Press Ctrl + End | * To go last slide |
| To read prior character in Text Edit Mode | Insert+ F8 | * Echo prior character from current cursor position |
| To read prior word in Text Edit Mode | Insert+ F9 | * Echo prior word from current cursor position |
| To read prior paragraph in Text edit mode | Insert+ F11 | * Echo prior paragraph from current cursor position |
| Delete a character and echo the next character | Press Delete Key | * Delete character Echo next character |
| Create new slide and echo the new slide number | Press Control + M | * Echo new slide number |
| To know current working PowerPoint file name | Insert + T | * Echo Curent PowerPoint file Name |
| Slide number when slide show running | Insert +P | * Echo current slide number when slide show running |

**Short-Cut keys of Microsoft Excel Document**

|  |  |  |
| --- | --- | --- |
| **Events** | **Short-cut Keys** | **Output** |
| Detect current selected cell position & it’s text | Using Up, Down, Right, Left, Tab keys | * Echo cell postion & it’s text |
| To select current selected all rows | Press Shift + Space key | * It will select entire row of current cell |
| To select current selected all columns | Press Ctrl + Space key | * It will select entire column of current cell |
| Sheet Instruction | Press Ctrl + Shift + PageUp / PageDown key | * It will echo current sheet number |
| To Know Current Cell Top Header | Press Ctrl + E key | * Echo current cell top heading text |
| Current cell 1st to 4th row text | Press Ctrl + D6 key | * Echo current cell first four row text |
| Current cell 1st to 4th column text | Press Ctrl + D7 key | * Echo current cell first four column text |
| To update cell text | Press F2 edit mode active then press right or left key to read and type to write | * Echo cell is on enter mode or edit mode |
| To Save Currently Working Excel document | Press Ctrl + S | * Save current Excel document |
| To Save Currently Working Excel document and exit | Press Altr + F4 | * Save current Excel document and exit. |
| To know Current Cell Position & Text again | Press Ctrl+ M key | * Echo know Current cell position & Text again |
| To know current excel file name | Press Insert+F9 | * Echo Current Excel file name |
| Current Cell location and text | Press Ctrl + M | * Echo cell location and text |
| Read From left 1st position to current cursor cell | Press Ctrl + J | * Echo up to current cell from left |
| Read From current cursor cell to Right end of cell text | Press Ctrl +Q | * Echo current cell to right last text cell |

**Short Cut Keys of Media Player**

|  |  |  |
| --- | --- | --- |
| **Events** | **Short-cut Keys** | **Output** |
| To play next media file | Press **n** key | * To start next media player song from play list |
| To play previous media file | Press **p** key | * To start previous media player song from play list |
| For pause and restart media player | Press **<space> key** | * To pause & resume |
| For backward and forward | Press Left(🡨) and right(🡪) arrow key | * To play forward or backword |