

## Applications Menu

After listening to the Welcome tune and orca announces itself you may press Alt+F1 to come to the Applications Menu. From here you can navigate through all the Applications Menu Items using up arrow or down arrow. We have shutdown, restart, wine, other, Universal access, system tools, sound and video, Programming, Office, Internet, Graphics, Games, Education and Accessories Menu. In order to go to the sub menu of each menu you may press right arrow and to navigate through sub menu item you may use up arrow or down arrow. For example, after pressing Alt+F1 use arrow key to move to sound and video and then press Right arrow and then use up arrow or down arrow to navigate through the sub menu. We have sound and video icons like audacious, Audacity, Brasero and like. As we discussed we can move to any main menu applications and its sub menu. We can reach any menu or sub menu by pressing the first letter of the menu. For example, to go to sound and video press Alt+F1 and press up arrow once and then press S. The press right arrow to move to sub menu and press I to go to instrument menu or imagination menu. In order to quit any application one can use the key combinations Alt+F4.

## Places Menu

After moving to the applications menu by pressing Alt+F1 use right arrow to go to the places menu. Here using down arrow or up arrow we can go to our partitions where we have stored our data. We have Home, Desktop, Documents, Music, Pictures, videos, Downloads, Computer, Partitions and Recent Documents menu. Home is the main directory and whatever we save from our applications will be stored here. We have sub directories like Desktop, documents, Music and Downloads, etc here. We can create a new folder by pressing ctrl+Shift+N. We can copy any folder or file by pressing ctrl+C and paste it in any other directory using Ctrl+V. We can move to home by pressing Alt+Home and go to desktop by pressing Alt+Ctrl+D. We can use the Backspace to come back from a folder, if you are inside a folder.

## Shutdown, Restart and Log out the system.

Press Alt+F1 and press UP arrow to go to the shutdown menu. Then press Enter twice to Shutdown the Computer. To restart the Computer you can move to the restart menu and press Enter twice. In order to restart the computer at any time we can use the key combinations Alt+Ctrl+F1 and then press Alt+Ctrl+Delete. In order to logout from the current session, we can press Alt+Ctrl+Backspace and the the system will logout. Here enter the password (Default password is l) and press Enter to login again.

## Text Editor

Text Editor is the basic tool to create a text document. Press Alt+F1 then Down arrow to move to accessories and in the sub menu we have Text Editor. Press Enter to activate it. In order to change the layout from English to Malayalam and Hindi one can press super key (window key)+space and first it will go to Malayalam then to Hindi and then to Malayalam. Press Ctrl+S to save the document in the home folder.

## Artha Dictionary

We have an English to English dictionary Artha in the sub menu of Accessories. One can activate Artha by pressing Enter key. Type the word in the editable field. Then press Enter and then tab to go to the read only text page. Use up arrow or down arrow to read the meanings. And again while reading a text one can select a word using Ctrl+Shift+Right Arrow or Left Arrow to select the word and press Alt+Ctrl+W to get the meaning.

## Office Suite

In order to create a writer document, go to office menu and then in the sub menu, we have Libre Office writer. Press Enter to activate it. One can use six key mode for entering text by pressing super key+I then it will announce English loaded. In order to confirm the six key mode press super key+I again it will announce English loaded as confirmation. One can use the pause/break to change the languages English, Malayalam, Hindi, Tamil, Kannada, Arabic etc. To come back to the ordinary keyboard press Alt+super+I. While using Spreadsheet, go to the office menu and in the sub menu there is Open Office. Press Enter to activate it and select spread sheet.

## Web Browser

One can use Firefox to meet the browsing needs. Press Alt+F1 for applications menu press up arrow then press I for Internet and F for Firefox. To enter the web address directly press Alt+D and for Google search press Tab once.

## Orca

Orca is the screen reader. One can switch on and off orca using Alt+Super+S. One can replace orca by pressing Alt+super+0 and one can silence orca using Insert+S. Numpad+ is used for continuous reading. And insert+H for learn mode. Press escape to quit the learn mode.

In order to open the orca preferences press Insert+Space. Here we have eight pages which can be navigated using Right Arrow or Left Arrow. To move through the page one may use Tab.

In order to change the language, go to voice page and then press tab till you reach person and press down arrow to find the language. Then Enter twice and again press Alt+A for applying the change and Alt+0 for okey button.

One can change the pitch and the rate of speech using rate, pitch and the volume sliders in the voice page.

## System Settings

In the main menu we have the System tools menu and in the sub menu we have Administration, Preferences, Format-USB, System Settings, System monitor CPU-G etc. Using CPU-G one can find out the hardware configuration of the computer. We have processor page, Motherboard page, RAM, system and About page here. To navigate through pages use arrow keys and to move through the pages use Tab.