

## SHORTCUT SHEET

### E Z KEYS



E Z Keys is a communication software program with rapid text to speech voice output utilizing word prediction and abbreviation expansion. E Z Keys also allows you to control your mouse through a single switch, Morse Code, joystick, switch scanning or direct selection. Store hundreds of thousands of phrases and sentences and then retrieve them instantly using E Z Keys Instant Phrases.

#### TO USE

1. Loading E Z Keys
  - a. Turn on your computer and start windows.
  - b. Put the CD-ROM in your CD-ROM Drive.
  - c. From the taskbar in Windows, Select **Start** and then **Run**.
  - d. Type **d:\ezwin\setup**.
  - e. Follow the instructions on the screen.
  - f. A dialog box will appear asking if you want E Z Keys to start up automatically. Indicate your preference by clicking either **Yes** or **No**.
2. Selecting Your Input Method
  - a. Access the E Z Keys Main Menu by pressing **Ctrl-M** on the Keyboard.
  - b. Select **I** for the Input Menu or click **Input Menu** button.
  - c. Go to the box labeled **Input Method** and click the **arrow to the right of the box**.
  - d. Adjust the settings for the chosen input method.
  - e. Select **OK** to exit the Input Menu and to return to the Main Menu.
3. Adjusting the Voice Settings
  - a. Select **Voice** from the Main Menu.
  - b. Select **Feedback Voice**.
  - c. Select the appropriate **synthesizer** and adjust the settings.
  - d. Select **User Voice** and verify that Settings match the Feedback Voice.
  - e. Select **Personality** for the voice.
  - f. Select **OK** to exit the Voice Menu.
  - g. Select **Run E Z Keys** button.

4. Using E Z Keys
  - a. Make sure E Z Keys is running.
  - b. Open your favorite word processing program.
  - c. Begin typing.
  - d. Word suggestions will appear in the Word Prediction Box. If you see the word you want, Select the **number to the left of the word**.
  - e. E Z Keys automatically types the word for you.
  
5. Closing E Z Keys
  - a. Go to **Main Menu (Ctrl+M)**.
  - b. Choose **Exit (X)** to exit E Z Keys.
  - c. Choose **Exit E Z Keys (E)**.
  - d. Choose **Yes (Y)** if you wish to save your current Word Prediction File.
  
6. Shutting down the computer using E Z Keys
  - a. Go to the **Cursor Menu (C on Main Scanbox)**.
  - b. Choose **"rs"** located in the bottom right corner.
  - c. Choose **Exit Windows**.
  - d. The computer will now Shut Down.

## OTHER FUNCTIONS AND DIRECTIONS FOR USE

1. Keyboard Shortcuts
  - a. Main Menu: Ctrl+M
  - b. Side Talk: Ctrl+T
  - c. Features On/Off: Ctrl+F
  - d. Unexpand: Ctrl+X
  - e. Move Scan Box: Ctrl+Alt+1,2,3 or 4.

## PRODUCT INFORMATION

**Contact Information:** Words +, Inc.  
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**Pricing:** \$1395

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