



ADDENDUM to

" IT solutions for visually impaired senior PC users"

	Page(s)
Content: Links to supplementary information	1
Example of program documentation used for senior IT/PC courses	2 - 6

Links to supplementary information

[Screen Magnification Systems](#) (AFB American Foundation for the Blind)

Recommended Remote PC control programs:

[Teamviewer](#)

[Log Me In](#)

[CITRIX](#)

Topic material searches (Google)

[Good typesetting - reading difficulties](#)

[PC adjustment for impaired vision](#)

[Web accessibility information](#)

[PC tools for impaired vision](#)

Course documentation example

This is an example showing what we consider to be a good documentation structure for senior PC users. The basic "rules" are:

- No loose ends / "blind spots"
- Step wise guidance through all processes
- Enable repetitive self training and actual use at home

Bulk Rename Utility

Free File Rename Utility for Windows. Rename multiple files with the click of a button. Batch renaming made easy.

One of the most valuable techniques for getting your PC photo archives in order, is to develop good habits regarding giving your picture good and meaningful names; in order to ease your refinding and use of the them after they are transmitted to your PC, This is a challenge when most of us download huge numbers of photos from our cameras to the PC; planning to get them organized later when we have the time (which seldom comes)...

For most of us "later" becomes NEVER: and then we use loads of time to find some pictures, we know we have; to show or send to friends and relatives afterwards (often weeks, months and years after we "saved" them to the PC).

BULK RENAME UTILITY is made to assist with this task. By using this "free for personal use" program it becomes easy to quickly identify a large number of photos with meaningful names, which in turn both will ease the administration of photos at storing time and particularly when you need to retrieve some of them.

The fact that the program primarily is developed for professional photographers, have made it's navigation screen rather complex, with lots of features you may select and use to identify your pictures.

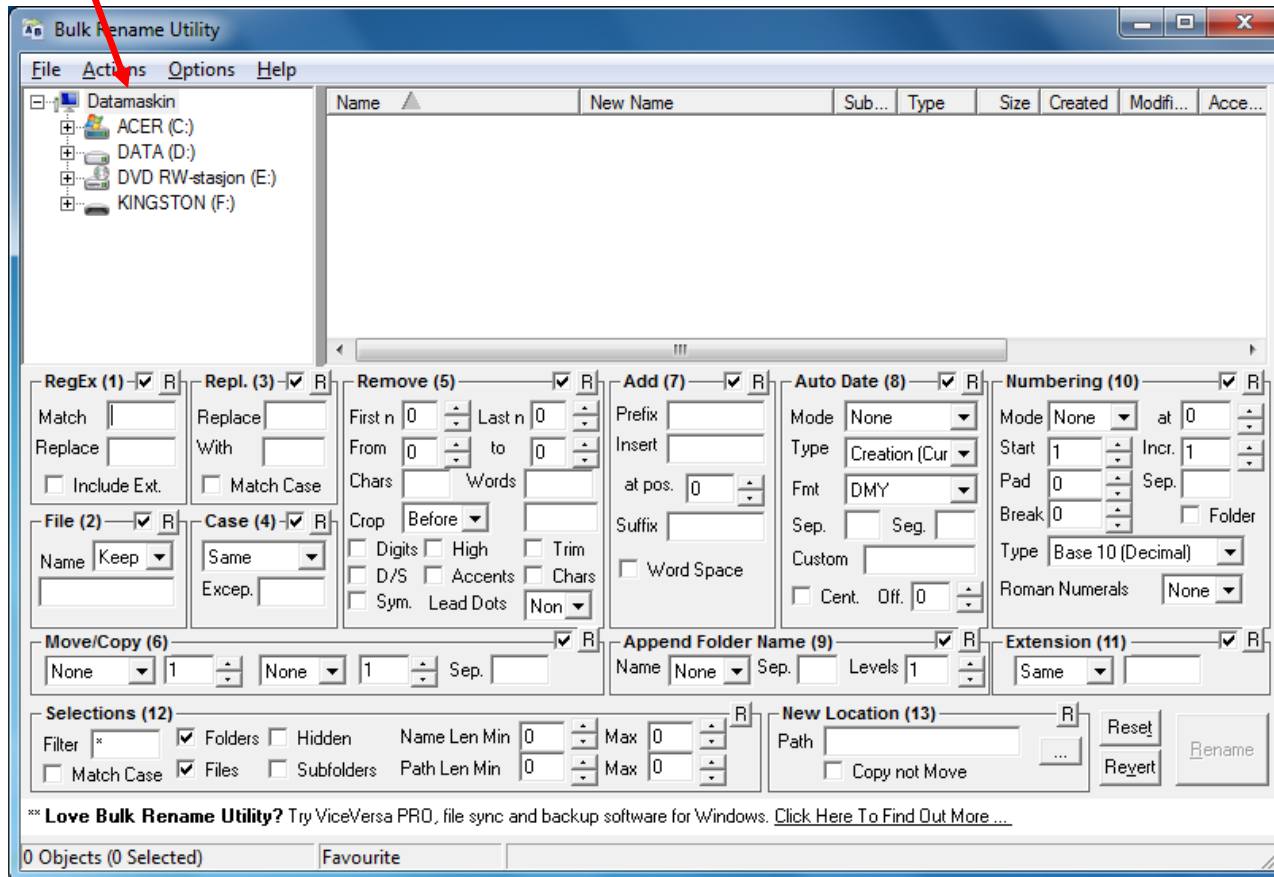
That's the reason why the first page in the program manual says:

"Don't despair !"; - when you see the program for the first time "

You only use what you need, and then you have the joy of learning new tricks over time...

(NOW, you should be reasonably prepared to turn the page -->)

Here you will find an overview of all your PC's discs, including memory stick, external discs etc.



**FORGET THE REST;
- FOR THE TIME BEING !**

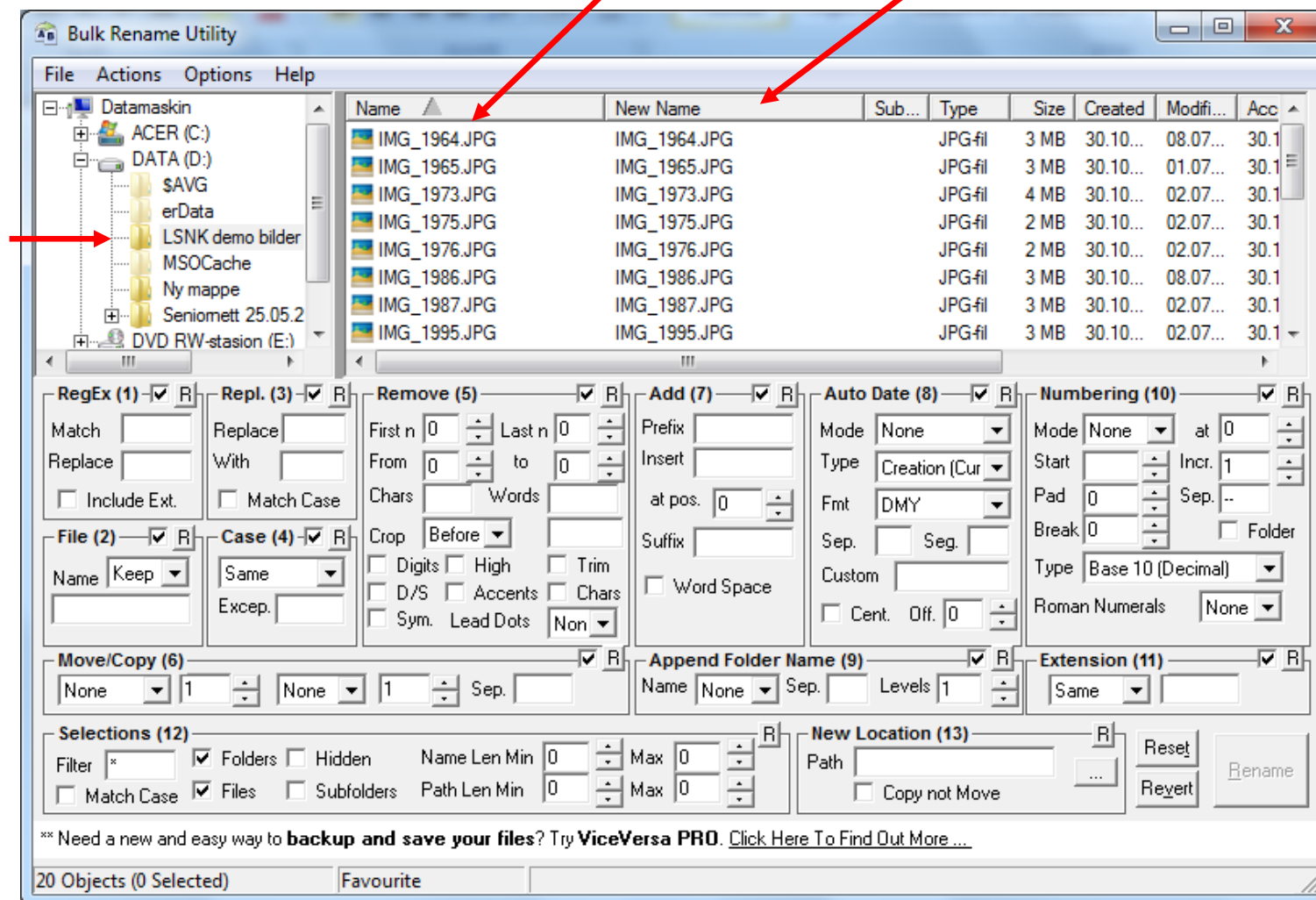
You navigate within the disc list until you find the location where you have stored the photos after download.

(It may be smart to put all new picture files into a temporary folder).

When you have found the folder you need; "double click" on it to open it.

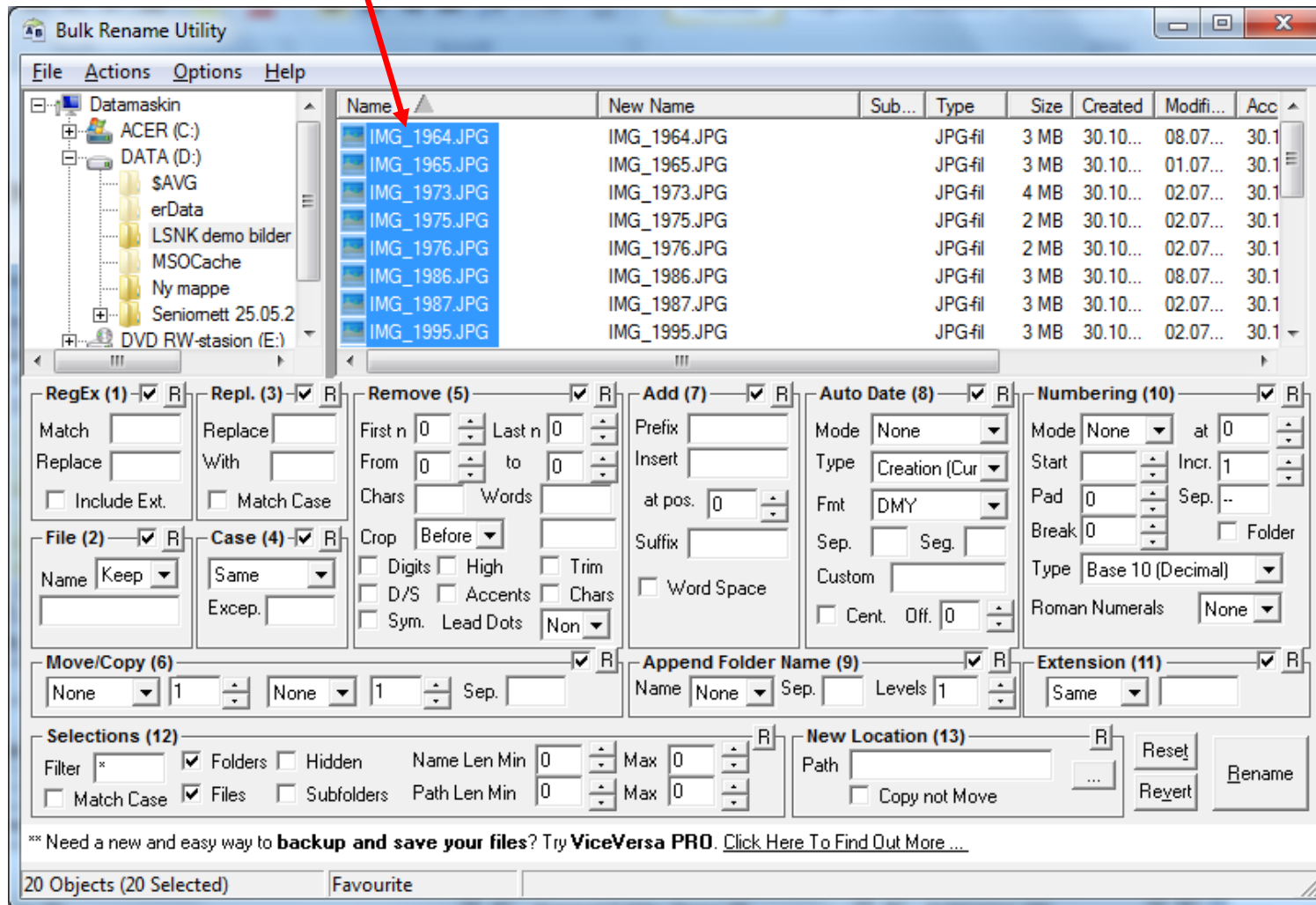
Then you'll see a view like this. ("LSNK demo bilder" is my source folder).

Notice that the individual picture files names and the new names are the same !



This is because we have not started using the program's functions yet !

Our first step is to mark the photo files we want to give "useful names" (It could be one picture, a group from the list or the whole list). You have to review some of the pictures to identify a sequence which you want to give a specific selected main name.

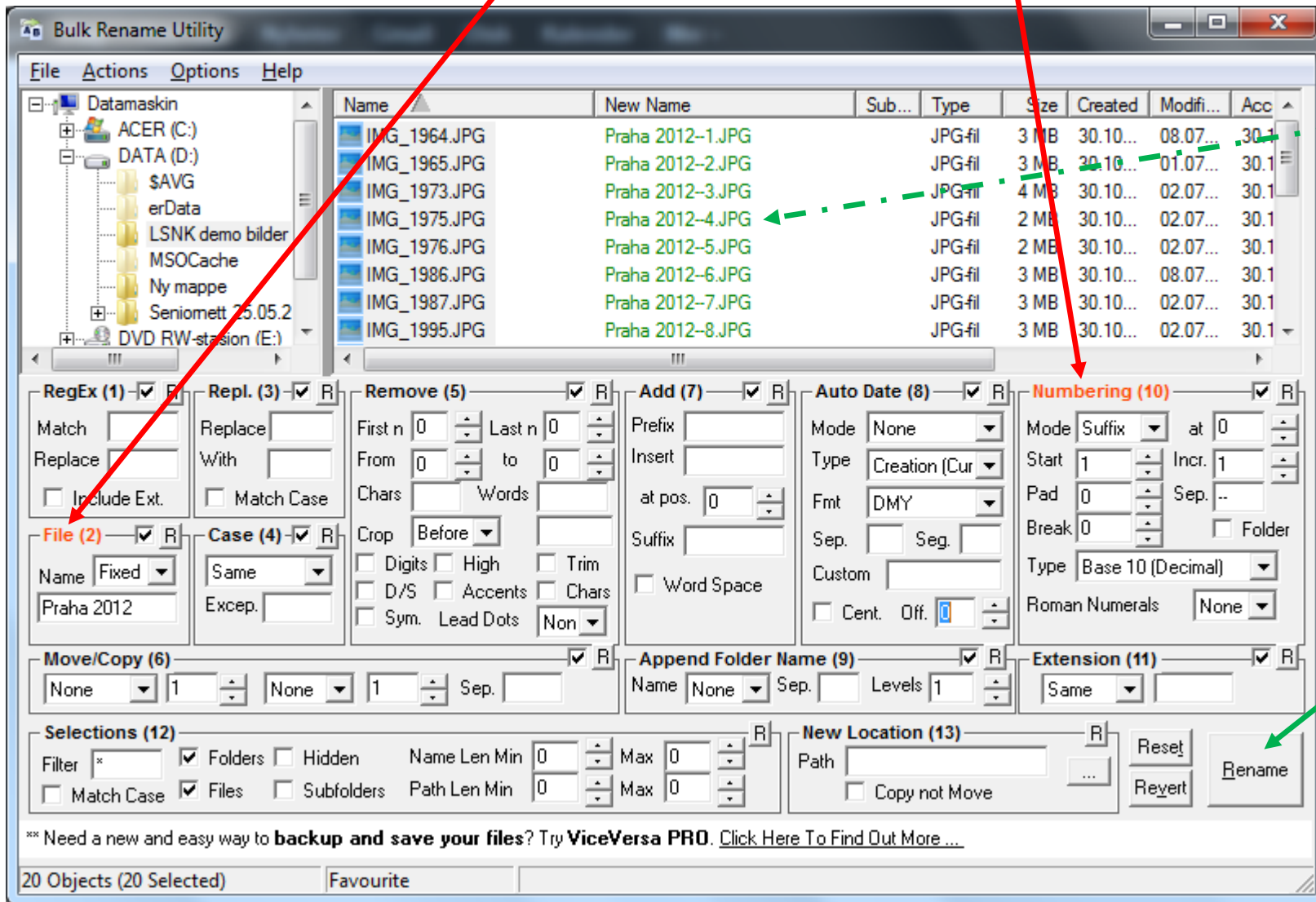


Click on the first one and hold down one of the <Skift> keys when you click on the last one in your selected group.

Or hold the <Ctrl> key down while you click on a random selection.

If something goes wrong during selection you only click once outside the list of files. And then start over using the steps above until your selection is correct.

I write my selected group name in "File (2)" and put into field "Numbering (10)" how I want the item code to look like (In this case a simple counter number behind the name). (The fields I'm using changes color to red)



The results are displayed as I type the initial data into the fields under the file list.

I start the actual name change when I'm satisfied with the draft for the new names by clicking the [Rename] button.