**Here is a copy of our Universal Computer Brochure with clickable links after each item to user-guides, videos, and supplier websites**

[](https://2.bp.blogspot.com/-qxUUVAYowRU/Wm4o4z2CjZI/AAAAAAAAABA/6pLfcK2z5No4MT-kJ4hVCicdTHxk54h9ACLcBGAs/s1600/Nova_Scotia_Works_RGB%2Bclear%2Bwide.png)

**The Universal Computer**

The Universal Computer has been designed using universal design concepts.

**So what is universal design?**

The term "**universal design**" was coined by the architect Ronald Mace to describe the concept of designing all products and buildings to be usable to the greatest extent possible by everyone, regardless of their age, ability, or status in life.  
  
So while this computer can be used by someone who uses a wheelchair, it can also be useful for anyone else. It has a wide variety of hardware and software. It can read documents or websites to you, it can type as you speak into the microphone, help you with your resume, teach you how to type, or just improve your skills. We also have keyboards for different languages or with large print on the keys, and much more.  
  
You will notice the height of the desk can be easily adjusted with a touch of a button to the most comfortable position for you, and the monitor can also be adjusted up or down, closer or farther away thanks to its adjustable arm.

**Microsoft Office (2016) 2019 now installed.**

Microsoft Office is a well know group of programs used in offices and schools around the world. The programs include Word, Excel, PowerPoint, Outlook, OneNote, and Publisher. These programs are used to create professional looking documents. For job seekers, the Microsoft Word program is very useful to create or edit a resume or cover letter. For more information visit [www.microsoft.com](http://www.microsoft.com/)

[Microsoft Office 2016 User Guide](https://drive.google.com/file/d/1segnrhLC0XAPsZSWuCHJBVvJgcJkEbvw/view?usp=sharing)

[Microsoft Word 2016 Quick Reference Guide](https://drive.google.com/open?id=1kNFWHyLIWzOkvy0tMvdVQ8JEN10c0umf)

[Part of Microsoft Office - Microsoft Word 2016 (Video) - Tutorial for Beginners (14 minutes)](https://www.youtube.com/watch?v=eDEVNcSArlc)

**UltraKey**

UltraKey is the software that powers the more well known Mavis Beacon Typing Tutor. Whether you are just learning to type or want to improve your speed and accuracy this software can help. For more information visit [www.bytesoflearning.com](http://www.bytesoflearning.com/)

[Ultrakey User Guide](https://drive.google.com/file/d/1dX8FAOjNP91KAQrWPrXJq8Trbh1koylK/view?usp=sharing)

[UltraKey Software (Video) - A review of its features (4 minutes)](https://youtu.be/1diWwHzmyUU)

**WinWay Resume Deluxe**

WinWay can help you write a better resume or cover letter. The software includes over 14,000 resume examples and over 116,000 job-specific phrases and keywords. It can help you create persuasive resume cover letters, ad response letters, interview thank you letters, help prepare for interviews and many other features. For more information, visit

[www.winway.com](http://www.winway.com/)

[WinWay Resume Software (Video) - How to use it (4 minutes, 40 seconds)](https://www.youtube.com/watch?v=odAjI9dJi_8)

**Zoomtext (2018)**

Zoomtext can make text on your screen larger and easier to see. It can also change the color of the text or background to give you more contrast, making the screen easier to see with less glare. You pick the level of magnification that is most comfortable for you. Maybe you only want a little bit for example 1.2 times maybe 1.4, or 1.6 times etc. or maybe 2 times, 3 times, 4 times magnification or more. Visit [www.zoomtext.com](http://www.zoomtext.com/) for more information.

[Zoomtext User Guide](https://drive.google.com/file/d/18lu7mZIhSfLzy5CIDXJl-xkQhpMgdwNu/view?usp=sharing)

[ZoomText Magnifier Software (Video) - A review of its features (7 minutes)](https://youtu.be/olEukZezeQQ)

**Dragon Professional Individual (Speech Recognition Software)**

This software types everything you say into the microphone. It’s up to 99% accurate using deep learning technology it adapts to your voice. Visit [www.nuance.com](http://www.nuance.com/) for more information.

[Dragon Professional Individual User Guide](https://drive.google.com/file/d/1RsAZ33tSx-AlNGAXuLw--WH2uG9v4n_D/view?usp=sharing)

[Dragon Professional (Video) - An introduction to its features (2 minutes and 30 seconds) This is the older version of Dragon but it is still a good introduction video](https://youtu.be/ImlKOA1MhlI)

**Kurzweil 3000**

Kurzweil 3000 helps students of all ages with reading, writing, studying, and test taking. Kurzweil can read text aloud in a variety of voices and speeds. Visit [www.kurzweiledu.com](http://www.kurzweiledu.com/)for more information.

[Kurzweil 3000 User Guide](https://drive.google.com/file/d/1EGM5iCtbDQ3J5M12_K7y2Yu_W_z6diqr/view?usp=sharing)

[Kurzweil 3000 Software (Video) - A review of its features (5 minutes)](https://www.kurzweiledu.com/videos2/k3000_mkt10.mp4)

**JAWS**

JAWS, (Job Access With Speech) is the world's most popular screen reading software used by people who can not see the computer screen or have difficulty seeing the screen. This full-featured software sells for over $1500 but they do provide a free version that will run for 40 minutes and then you must restart your computer to continue using the software. For more information visit [www.freedomscientific.com](http://www.freedomscientific.com/)

[Link to JAWS software on freedomscientific.com](http://www.freedomscientific.com/Products/Blindness/JAWS)

[Link to everything you need to learn how to use the JAWS software](http://www.freedomscientific.com/products/blindness/jawsdocumentation)

[JAWS Software User Guide](https://drive.google.com/file/d/189mTG4nRtMipyBy8MCnJsFnduc41AFt2/view?usp=sharing)

[Jaws Software (Video) - A very good introduction to JAWS software (11 minutes)](https://youtu.be/2MLY7RJyD7A)

**NVDA (Non-Visual Desktop Access)**

NVDA is a free “screen reading” software that is used by people who can not see the computer screen or have difficulty seeing the screen. It reads the text on the screen using a computerized voice. Everything is controlled using the keyboard, visit [www.nvaccess.org](http://www.nvaccess.org/) for more information.

[Link to the online version of the NVDA User Guide](https://www.nvaccess.org/files/nvda/documentation/userGuide.html?)

[NVDA User Guide](https://drive.google.com/file/d/1raJpoCesRRnZISUg7TRLUF_vYFCedOoM/view?usp=sharing)

[NVDA free Screen Reading Software (Video) - An Introduction (10 minutes, 40 seconds)](https://www.youtube.com/watch?v=boarvuQOTQo)

**WordQ / SpeakQ 4 (Reading / Writing Software)**

**Word Q c**an read text aloud from documents, websites, and emails in a clear and pleasant voice. If you can select the text, chances are Word Q can read it to you.  
  
**Speak Q i**s an add-on feature for Word Q. With Speak Q as you speak words, phrases, or sentences into the microphone the computer will type them for you. Speak Q is designed to help people type difficult words using their voice as they are typing and therefore is not a substitute for a full-featured dictation software like Dragon Professional. Word Q and Speak Q have many other features, visit [www.goqsoftware.com](http://www.goqsoftware.com/)for more information.

[A nice selection of very short one and two-minute videos about how to use Word Q and Speak Q Software (1 to 2 minutes each)](http://www.goqsoftware.com/resources.php)

**Headphones with Microphone**

Can be used to listen to audio on the computer without disturbing others. The microphone works well with speech recognition programs like Dragon Professional or Speak Q or to speak to someone during a webinar or interview.

**Webcam**

The webcam may be used for job interviews or webinars, during quiet times or if the computer is rolled into a quiet room. (The desk has casters)

**Ergonomic Mouse**

To reduce fatigue and increase comfort while using the computer.

Available from [www.amazon.ca](http://www.amazon.ca/) and other retailers see the links to suppliers on the right

**Easy Cat Touchpad**

For people who have trouble with mobility in their fingers or wrist. They can simply glide their finger over the smooth surface of the pad and gently tap on the pad or click the buttons to perform all cursor movement functions. Some people may just prefer a touchpad over a mouse.

Available from [www.amazon.ca](http://www.amazon.ca/) and other retailers see the links to suppliers on the right

**Kensington Expert Optical Trackball**

Has a Large ball and scroll ring for maximum precision and control and Diamond Eye optical tracking for superior accuracy. A large trackball is great for people who have trouble using a regular mouse. Some people just prefer to use a trackball.

Available from [www.amazon.ca](http://www.amazon.ca/) and other retailers see the links to suppliers on the right

**Helpful iPad Apps**

The iPad has many apps available to help with reading, writing, studying, and other tasks. The iPad also has a number of features to make it more accessible, see [apple.com/ca/accessibility/ipad/](http://apple.com/ca/accessibility/ipad/)

**Ergonomic Hardware**

Ergonomic Arm Support (from [amazon.ca](http://amazon.ca/) or [bridges-canada.com](http://bridges-canada.com/))  
  
Ergonomic Keyboard Wrist Rest (from [specialneedscomputers.ca](http://specialneedscomputers.ca/))  
  
Ergonomic Mouse Pad with Wrist Rest (from [amazon.ca](http://amazon.ca/) and others)  
  
Ergonomic Chair (from [connorsbasics.com](http://connorsbasics.com/) or [staples.ca](http://staples.ca/), and other retailers)  
  
The iPad is on an adjustable arm (from [amazon.ca](http://amazon.ca/) or [connorsbasics.com](http://connorsbasics.com/))

**Keyboards**

(Ask a staff member for one to use)

English (Regular)                (from [amazon.ca](http://amazon.ca/) and other retailers)

English (Ergonomic)           (from [amazon.ca](http://amazon.ca/) and other retailers)

English (Large Print)           (from [specialneedscomputers.ca](http://specialneedscomputers.ca/))

French (Regular)                (from [amazon.ca](http://amazon.ca/) and others)

French (Ergonomic)            (from [amazon.ca](http://amazon.ca/) and others)

French (Large Print)           (from [specialneedscomputers.ca](http://specialneedscomputers.ca/))

Arabic                                 (from  [amazon.com](http://amazon.com/))

Chinese / Taiwanese          (from [amazon.ca](http://amazon.ca/))

Braille Display / Keyboard  (from [humanware.com](http://humanware.com/))

**Scanner**

The scanner allows you to convert paper-based documents into digital ones that can be viewed on the computer screen, read aloud by the computer or sent electronically through email or websites.

Available from [www.amazon.ca](http://www.amazon.ca/) and other retailers

**A Note About Saving Documents**

Please save any documents you create on this computer to your own USB thumb drive or cloud (Google Drive, Dropbox, OneDrive etc.) This is a public computer so you do not want others accessing your files.  
  
For more information, user guides and videos about all of the technology that make up the Universal Computer visit [www.universalcomputer.ca](http://www.universalcomputer.ca/)  
  
For a list of Nova Scotia Works locations and contact information visit [novascotia.ca/works/](http://novascotia.ca/works/)

at

[January 28, 2018](http://www.universalcomputer.ca/2018/01/the-universal-computer.html)