National Braille Press's
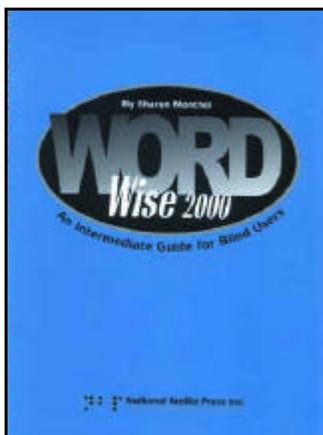# Technology Books

Books and Guides for Computers, Software, and the Internet

WORD WISE 2000

An Intermediate Guide for Blind Users by Sharon Monthei

This intermediate reference book was written especially for blind users of Word 2000 (it also works with most of Word 97). Learn how to make bulleted lists, use default styles, and create forms that work, plus so much more! Available in braille (3 vol.), large print, or PortaBook for $22. Or order all 4 formats for only $75!
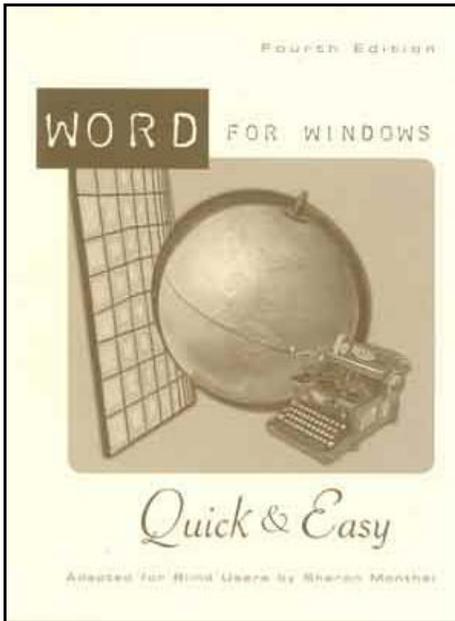
Two Thumbs Up for *Word Wise 2000*

"The best thing about *Word Wise 2000* is that it is not a tutorial; it is simply an easy-to-use reference book for Word for Windows. No one can memorize the myriad keystrokes for every possible formatting or style option in one given program. With *Word Wise 2000*, you simply look up how to perform a task, such as how to make a label, and the steps appear in sequence, so readers do not have to wade through verbose pages of explanation...

"Although *Word Wise 2000* is not a tutorial, it is a sequel to a tutorial modified for blind users entitled *Word for Windows Quick and Easy*, also available from National Braille Press. For blind users already comfortable with Windows applications and Microsoft Word, *Word Wise 2000* is an excellent approach for delivering 'just the facts' in the information-on-demand manner we all sometimes want."

—Reviewed by Deborah Kendrick for *AccessWorld: Technology for Consumers with Visual Impairments*

WORD FOR WINDOWS
QUICK & EASY

Adapted for blind users by Sharon Monthei

For absolute beginners. This book begins by telling you to turn the computer on! It gives you actual exercises to do, and then, as you work your way through them, you end up learning how to use Word with speech. The book was recently updated to include Word 2000, and now works with all versions of Word for Windows.

Available in braille (2 vol.), large print, ASCII disk or PortaBook for $18.
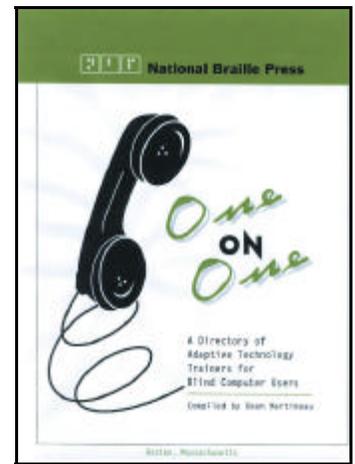Or order all four formats for $50!

ONE ON ONE
A DIRECTORY OF ADAPTIVE TECHNOLOGY TRAINERS FOR BLIND COMPUTER USERS
Compiled by Dean Martineau

For those who depend on computers for work or for play, one-on-one technical assistance can be absolutely critical. Whether you're a brand new computer user, or you're having trouble with some new software, this directory is designed for you.

One on One lists individuals (including volunteers) and agencies that provide computer training to blind people over the phone, via e-mail, or in person. The front section is an alphabetical listing of individuals and agencies with descriptions of their specific areas of expertise in adaptive technology. The back section lists agencies and computer training organizations for the blind by state. In braille, large print or disk for $10.

THE 2000 BLIND COMMUNITY E-MAIL DIRECTORY

This directory lists the names and e-mail addresses of blind people and blindness-related organizations across the US and around the world. Find an organization that can meet your needs, or renew your acquaintance with an old friend! This is the last one we'll publish! In braille or on ASCII disk for $10.

Windows Tutorials

For those familiar with the Windows environment...

WINDOWS 98 EXPLAINED
An Overview for Blind and Visually Impaired Users by Dr. Sarah Morley & Anna Dresner

Learn about the differences between Windows 95 and 98, and the new features of Windows 98 from a non-visual perspective. Learn how to turn off annoying features that interfere with speech and braille access, use Help, find files and folders, and more. This update is for users already familiar with Windows 95 who are upgrading to Windows 98.

Available in braille (1 vol.), tape, disk or large print for $7

For those new to Windows...

WINDOWS 95 EXPLAINED
A Guide for Blind and Visually Impaired Users by Dr. Sarah Morley

Written specifically for blind users, this book teaches Windows concepts regardless of the specific access technology you are using. It also provides a listing of Windows keyboard commands together with a comprehensive glossary. If you are new to Windows concepts and environment, you'll need both *Windows 95 Explained* and *Windows 98 Explained*.

Special 2-pack: *Windows 95 & 98 Explained*, available in braille (4 vols. total), tape, disk or large print for $15

WINDOWS 95 EXPLAINED: TACTILE DIAGRAMS
These incredible tactile diagrams give you a spatial perspective on the content and layout of various Windows screens a perfect complement to Windows 95 *or* Windows 98 Explained. $10

Special 3-pack Combo: *Windows 95 & 98 Explained* with *Tactile Diagrams* for $25

Braille Reference Cards and Keyboard Commands

REALPLAYER 8, WINAMP 2.75, AND MEDIA PLAYER 7.0 KEYBOARD COMMANDS. This one reference card provides the keyboard commands for three popular audio programs; defines confusing terms; explains why you need so many audio programs; and includes a list of audio Web sites. In braille (1 vol.) for $5.

EUDORA PRO 4.0 REFERENCE CARD. This keyboard summary covers versions 4.0, as well as 3.04. In braille (1 vol.) for $5.

OFFICE 2000 REFERENCE CARD by Dean Martineau. Keyboard commands for Microsoft Word, Excel, Outlook, Access 2000 and the Office 2000 Clipboard, as well as JAWS for Windows and WindowEyes commands specific to the programs. In braille (1 vol.) for $10.

HTML 4.0 AND CSS REFERENCE CARD. A comprehensive listing of HTML Tags and Cascading Style Sheets. In braille (1 vol.) for $8.

WORDPERFECT 9 REFERENCE CARD. Valid for WordPerfect 9 and previous versions, and includes keyboard shortcuts for the WordPerfect Equation Editor. In braille (1 vol.) for $5.

WINDOWS 98 KEYBOARD SUMMARY. Just the strokes! Directly from Microsoft, this guide is also valid for Windows 95. In braille (1 vol.) for $10.

WORD 8 FOR OFFICE 97. Valid for earlier versions of Word. In braille (1 vol.) for $5.

INTERNET EXPLORER 5 AND OUTLOOK EXPRESS REFERENCE CARD. Includes accessibility suggestions and tips. In braille (1 vol.) for $5.

THE COMPUTER BRAILLE CODE MADE EASY, Third Edition. Explains computer code, one step at a time. Each new concept is explained simply, with ample examples. This new edition includes tips on how to read email and web addresses. Available in braille (1 vol.) or print for $7.

THE COMPUTER BRAILLE CODE REFERENCE CARD. A free listing of all the computer braille code symbols. Also available as a free download on our Freebies page.

The Keyboard Hacker's Backpack

Now you can access all of our handy reference cards from your portable braille or speech notetaker! We put 12 of our reference cards on one disk in our "PortaBook" translated braille file format, to be read on a portable braille or speech notetaker. All of the shortcut keys for everything from Word to Access 2000 are there at your disposal. It's quick, it's easy, it's indispensable! **A $60 value for only $25.**

The reference cards included are:

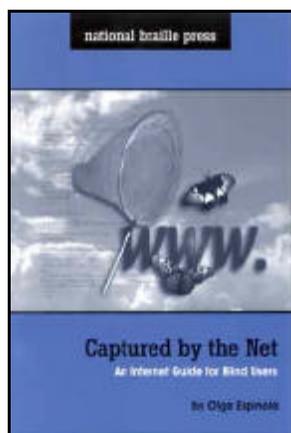|	
The Computer Code Made Easy	Microsoft Windows 98
Eudora Pro 4.0	Microsoft Word 8
HTML 4.0 and CSS	Realplayer Plus G2
Internet Explorer 5.0 and	Unix
Outlook Express	WordPerfect 9
Microsoft Office 2000	

Check out our Web site from time to time and click on the link "Hot Off the Braille Press" to find out what's new.

www.nbp.org

You'll also find free downloads, book excerpts, tables of contents—even some sample word puzzles!

Internet Books

Captured by the Net
An Internet Guide for Blind Users

by Olga Espinola

CAPTURED BY THE NET by Olga Espinola

Written specifically for blind individuals and first time Internet users who want to know:

⇨ *how to comparison shop for an Internet Service Provider*
⇨ *what hardware and software will enhance access*
⇨ *which mail and newsreaders work best with speech & braille*
⇨ *accessible search tools*   *...**plus more!***

"At the back of the book is one of the best compilations of useful resources I have ever seen. The book would be well worth its price for these pages alone!"
> —*AccessWorld: Technology for Consumers with Visual Impairments*

In braille (3 vols), cassette tape, disk, PortaBook, or in print for $19.99.

Special Offer: Order $30 or more from NBP and receive a free print copy of *Captured by the Net* (or $10 for the braille, disk, PortaBook or cassette version)! Remember to mention your free book when ordering!

SHOP ONLINE THE LAZY WAY by Richard Seltzer
Shop online without leaving your chair! This basic how-to book shows you how to get the best buys over the Net without wasting time. Part One covers the basics, like finding your way to the online stores. Part Two shows you how you can use search engines, price-comparison sites and auctions. Part Three gives you pointers on advanced techniques for creative shopping. In braille (4 vols.) for $13.95 (same price as print book).

MUSINGS OF AN ADDICTED INTERNET SHOPPER by Barry Scheur
This companion to *Shop Online the Lazy Way* contains a passionate account of how a blind person can shop from an armchair. It includes tips on Internet security, lists of favorite shopping sites, and tricks for getting the most out of your Web browser and the Internet. Three blind writers give *Musings* a broad perspective on Internet shopping, with all its excitement and challenges. In braille (1 vol.) for $10.

To Place an Order...

Call toll-free:

(800) 548-7323 or 617-266-6160 ext 20
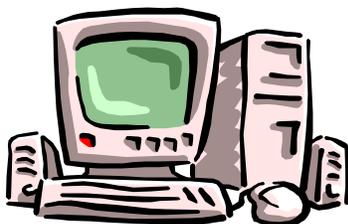
FAX

(617) 437-0456

EMAIL

orders@nbp.org

Or send a check to:

National Braille Press
88 St. Stephen Street, Boston, MA 02115

Major credit cards accepted. A $5 processing fee on all agency purchase orders; no charge if prepaid.

Keep up with National Braille Press

Sign up for our free email list to be notified whenever a new book becomes available. To subscribe to our list:

1. **Send a message to majordomo@world.std.com**
2. **Leave the subject blank, and in the message body write:** subscribe nbp
3. **Send the message, and you will be subscribed!**

Sign up today for quick access to the very latest from NBP—and maybe save a tree or two!