JAWS for the Beginner
SSC Course 4: Tuesday, 6th September, 2016

Time: 10 am - 4 pm  Venue: SSC, Edinburgh

Content: This one day hands-on course will explore set up, applications, internet, remote access and scripting in JAWS. It will include practical sessions on:

• Desktop Area – best setup for a user.
• Word.
  ◦ Jaws Dictionary.
  ◦ Help Files.
  ◦ Language Setup - Voices!
  ◦ Shortcuts/Keystrokes.
• Outlook.
• Web Page Navigation - Basics.

There will also be discussion about Hardware that complements JAWS in a school environment. Participants will have the opportunity to email in beforehand any additional specific areas they would like covered.

Target Audience: Those supporting children and young people with a visual impairment in a school environment.

Course Restriction: limited to 6 places only.

Presenter: Matt Pateman, Training and Support Manager, Sight and Sound Technology and Ruth Gallagher Carr, Sight and Sound Business Development Officer Scotland.

Course fee: £110

NOTE - closing date for course is 19th August 2016
Please feel free to photocopy/circulate this leaflet
BOOKING INFORMATION
JAWS for the Beginner
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Please use the attached form to book a place on this course.

The courses are run on a self-financing basis, dependent on a minimum number of applicants to make them viable. If this minimum is not reached by the closing date, the event will be cancelled. Therefore, to avoid disappointment, we would urge you to book early and well before the closing date. Should you need to cancel your place please inform us at least two weeks before the event otherwise 50% of the cost will be charged; cancellations of 24 hours’ notice or less will incur the full rate - colleagues are encouraged to send a substitute. A provisional booking on our application form is acceptable but this should be confirmed by you by the closing date.

An incomplete form will delay registration onto the course and may be returned in order that missing information is entered. Full invoice details are essential: **if your service/school/LA requires a purchase order in order to accept an invoice from the SSC, please attach the purchase order and not just the number.**

We would be grateful for information on whether you may be from a mainstream school, special unit or a class teacher, etc, as well as the age range of pupils; please supply as much information as possible - thank you.

Bookings will be acknowledged by email, followed by confirmatory details as soon after the closing date as possible, also by email. If you do not receive these, please ring SSC. Every effort is made to keep to advertised arrangements, but the SSC reserves the right to make changes.

Scottish Sensory Centre
Tel 0131 651 6501 • Fax 0131 651 6502

SSC is a national centre funded by Scottish Government (Learning Directorate, Support & Wellbeing)
The University of Edinburgh is a charitable body registered in Scotland; Registration No: SC005336.

APPLICATION FORM
JAWS for the Beginner
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NAME: __________________________________________________________ (Miss, Mrs, Mr, other)

ADDRESS: ____________________________ (School/Unit etc) ____________________________

POSTCODE: ____________________________

REGION: ________________________________

JOB TITLE: _______________________________________________________

(Please circle type below and tick age range focus box)

Mainstream School • Special School/Unit/Base
Visiting Service • Health Profession(al) • Social Work
Educational Psychology • Carer or Parent • Interpreter •
Rehab Officer • Manager or Head of Dept • Lecturer/Tutor
Information Officer • Other: ___________________________________________

Pupil Age Range

0-4 yrs

5-12 yrs

5-19 yrs

12-19 yrs

Support required (please state): ..........................................................

(Braille, large print, sign interpreter, lipspeaker, loop, wheelchair access, other)

LUNCH: ........................................................................................................

(a light sandwich lunch is provided, please indicate any dietary requirements)

Payment enclosed: £110 (Payable to University of Edinburgh) OR

SEND INVOICE TO: ORDER NO: ____________________________

PHONE: ____________________________ FAX: ____________________________

EMAIL: ____________________________

Signed: ____________________________ Date: ____________________________

As a provisional booking, please copy this slip to us at the same time as forwarding it to your employer for approval.

Provisional Application □ Approved Application □

Please return to: The SSC, Moray House School of Education, University of Edinburgh, Holyrood Road, EDINBURGH, EH8 8AQ by 19th August 2016.