

AN ILLUSTRATED GUIDE TO USING PERKY DUCK

INSTALLING PERKY DUCK

If you are able to download the free Perky Duck program below onto your computer, you might be able to convert your keyboard so that you can do braille like any other word processing program. The advantage is the ability to correct your errors and not have difficulty with spacing and formatting as a result. Also, you will always have a copy of your assignments.

Go to <http://www.duxburysystems.com/freeware.asp#perky> Once in the site you will see "Freeware" on the left side of your screen. Click on that and when you are on the next page, scroll down to "Perky Duck". Click on "updates" and follow the link from there.



You can also access the information by going to:

<http://www.duxburysystems.com/product2.asp?product=Perky> Go to "Freeware" on the left side of your screen and follow the links from there.

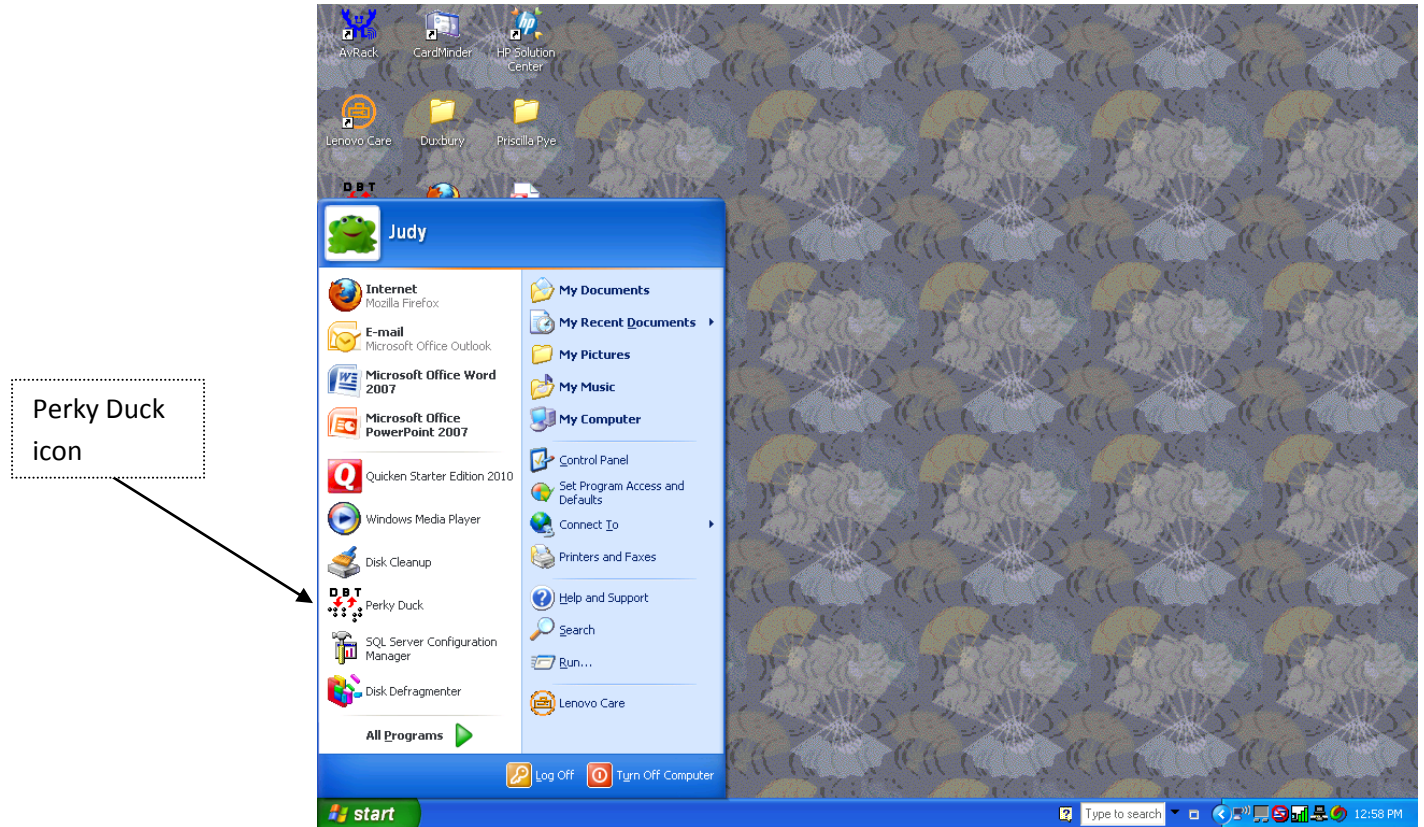
Perky Duck was designed with the sighted distance education student in mind. What happens is that six keys on your keyboard are converted to the braille keys like those on the braillewriter. The keys s,d,f and j,k,l become the keys for each dot and the space bar remains the same. Some keyboards will not allow the six-key entry. It is usually the newer ones. Older ones usually do fine. So if your keyboard does not work, it is possible to track down an older one at a resale shop or swap with someone while you are taking this course, and use it instead. However, there is also a new version of Perky Duck that allows this. In the new version you go to: global/preference/six key/key set and switch to WEF JIO if the home row keys do not work.

HOW USE PERKY DUCK:

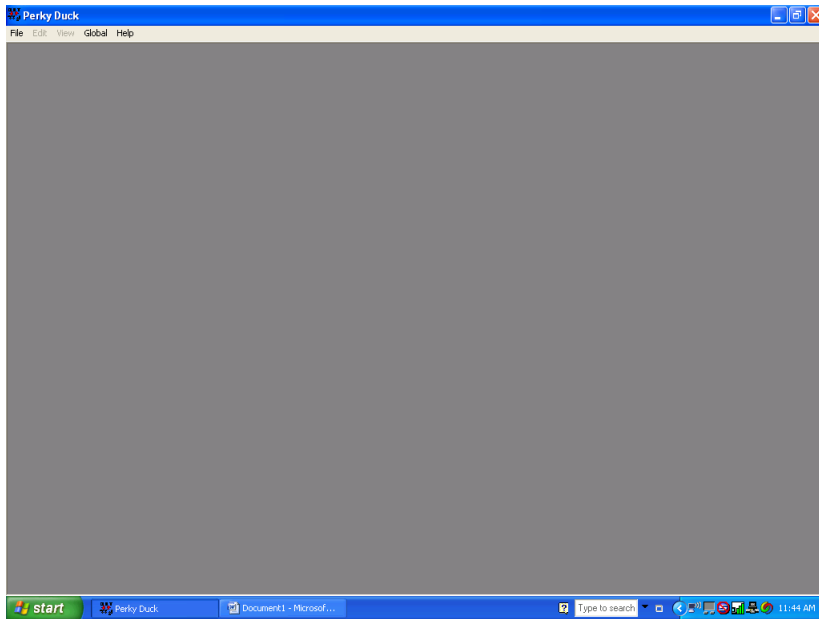
1. Go to **Start** in the bottom left-hand corner of the computer screen.



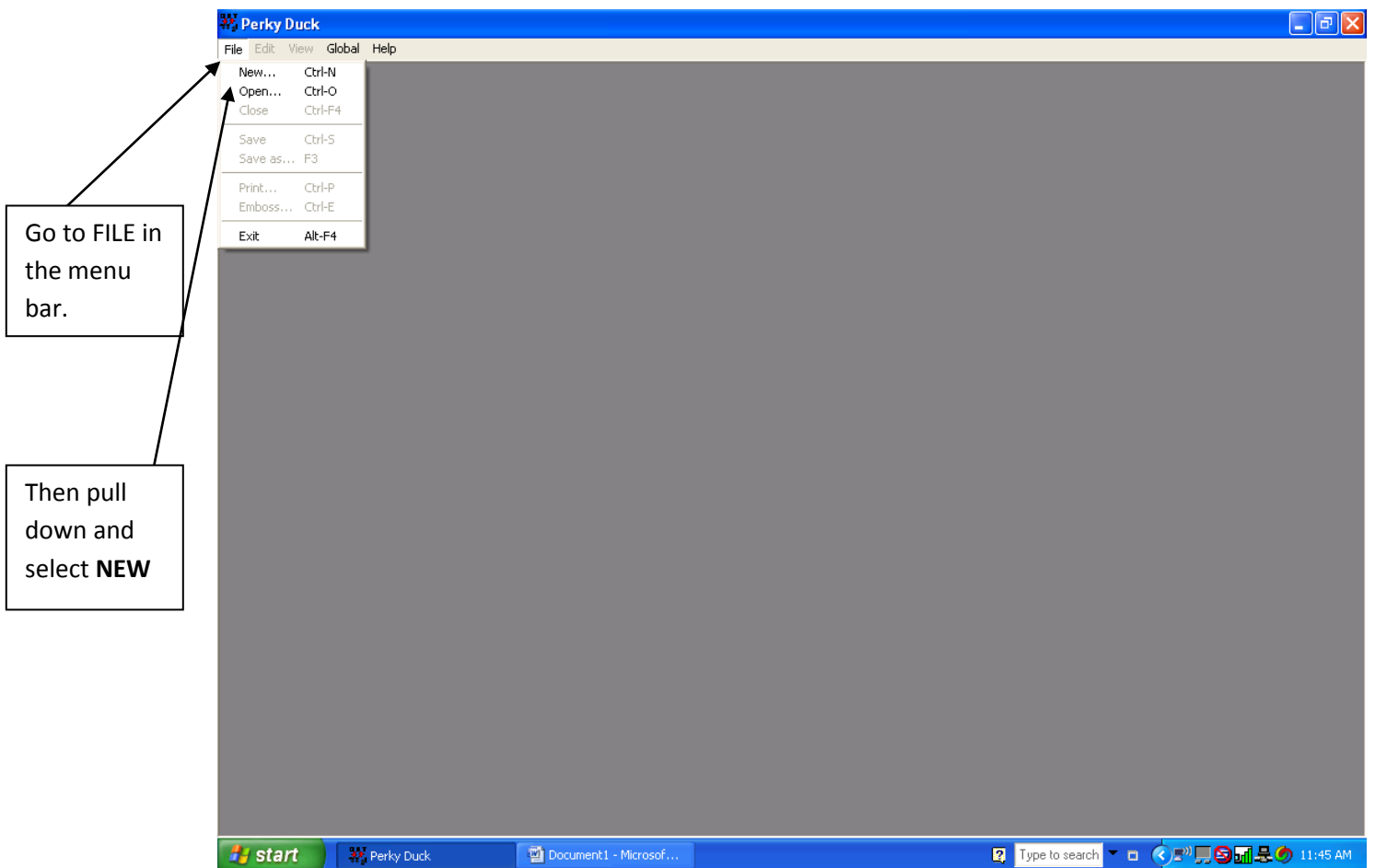
2. Go to **Programs**, then to the DBT Perky Duck icon **Perky Duck.LNK**. Click on the Perky Duck icon. If you see this message: “Can’t find settings file, or file found is an incompatible version...” don’t worry. Just click on **OK**.



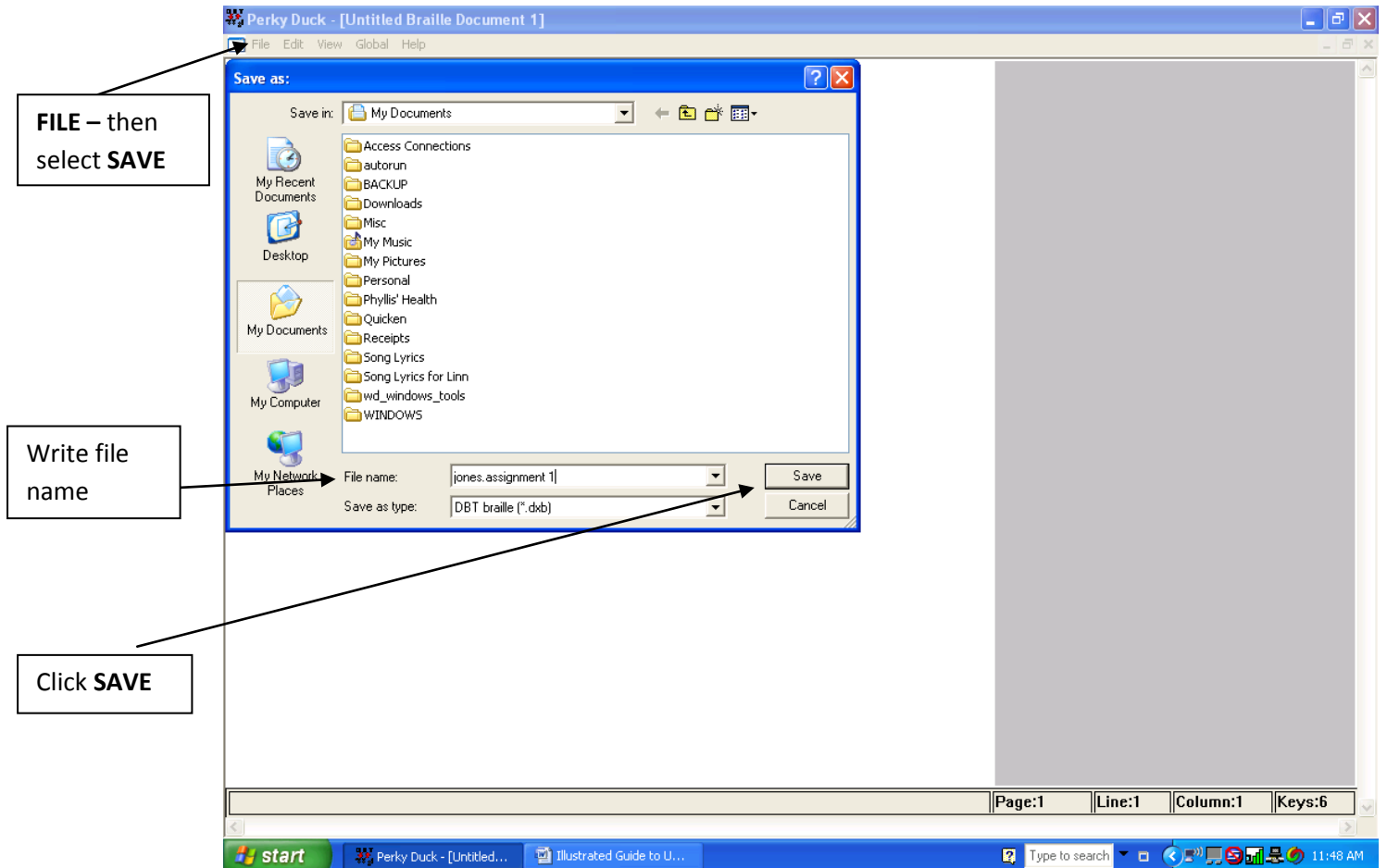
3. Perky Duck will create a blank window for you.



4. Go to **File** and select **New**.

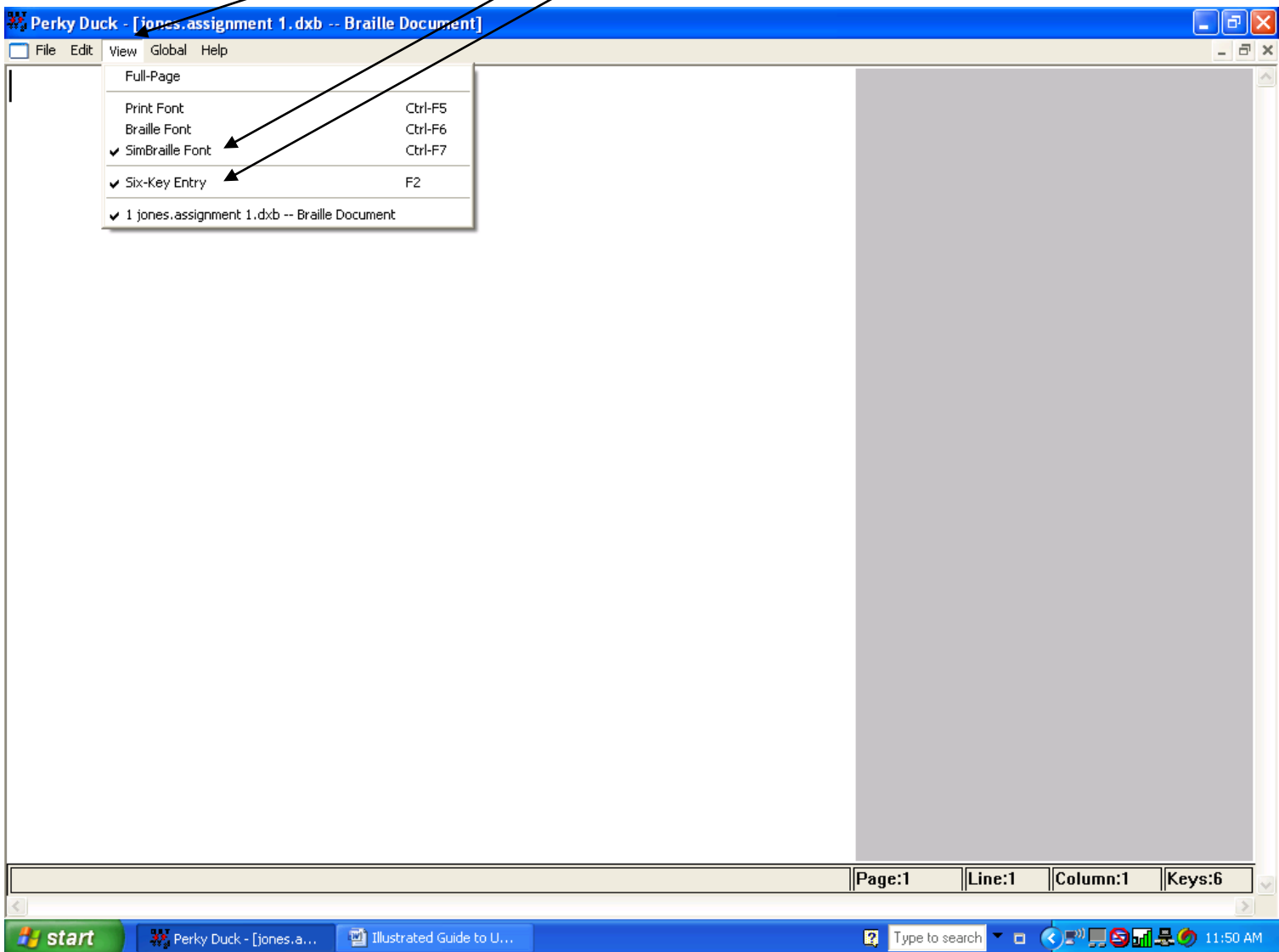


5. **SAVING THE FILE:** A new white screen will open and you are ready to work. However, it is wise to name the file and save it so you won't lose any work in case you are interrupted. Go to the **FILE** menu and select **SAVE**. You'll see the **SAVE AS** screen. Write your name and the assignment number. Click **SAVE**. Now you will not lose anything in case you need to stop working on this file.

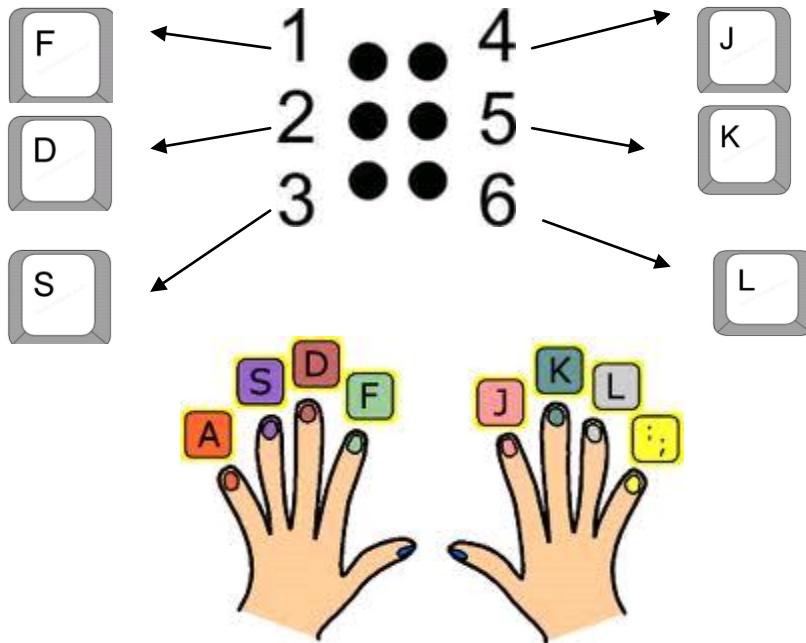


6. **GETTING READY TO BRAILLE:** Now go to **VIEW** and make sure that **SIMBRAILLE** and **6-KEY ENTRY** are checked. Click on them if they are not checked. Notice that the name of your file is also checked.

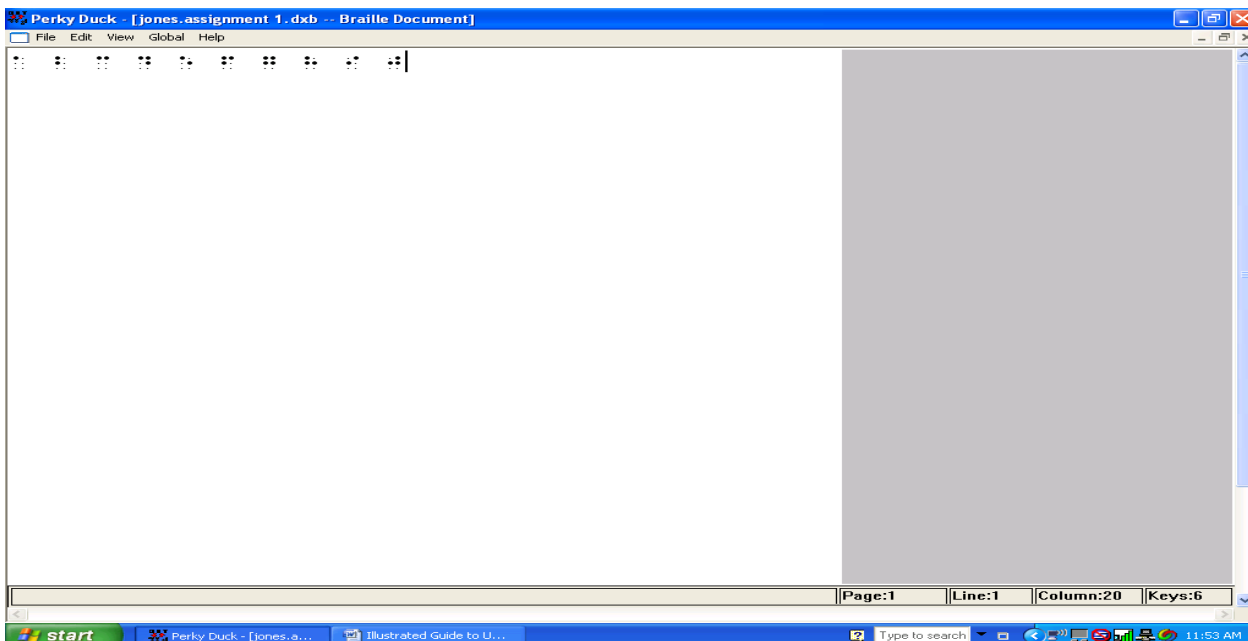
SimBraille and 6-Key Entry



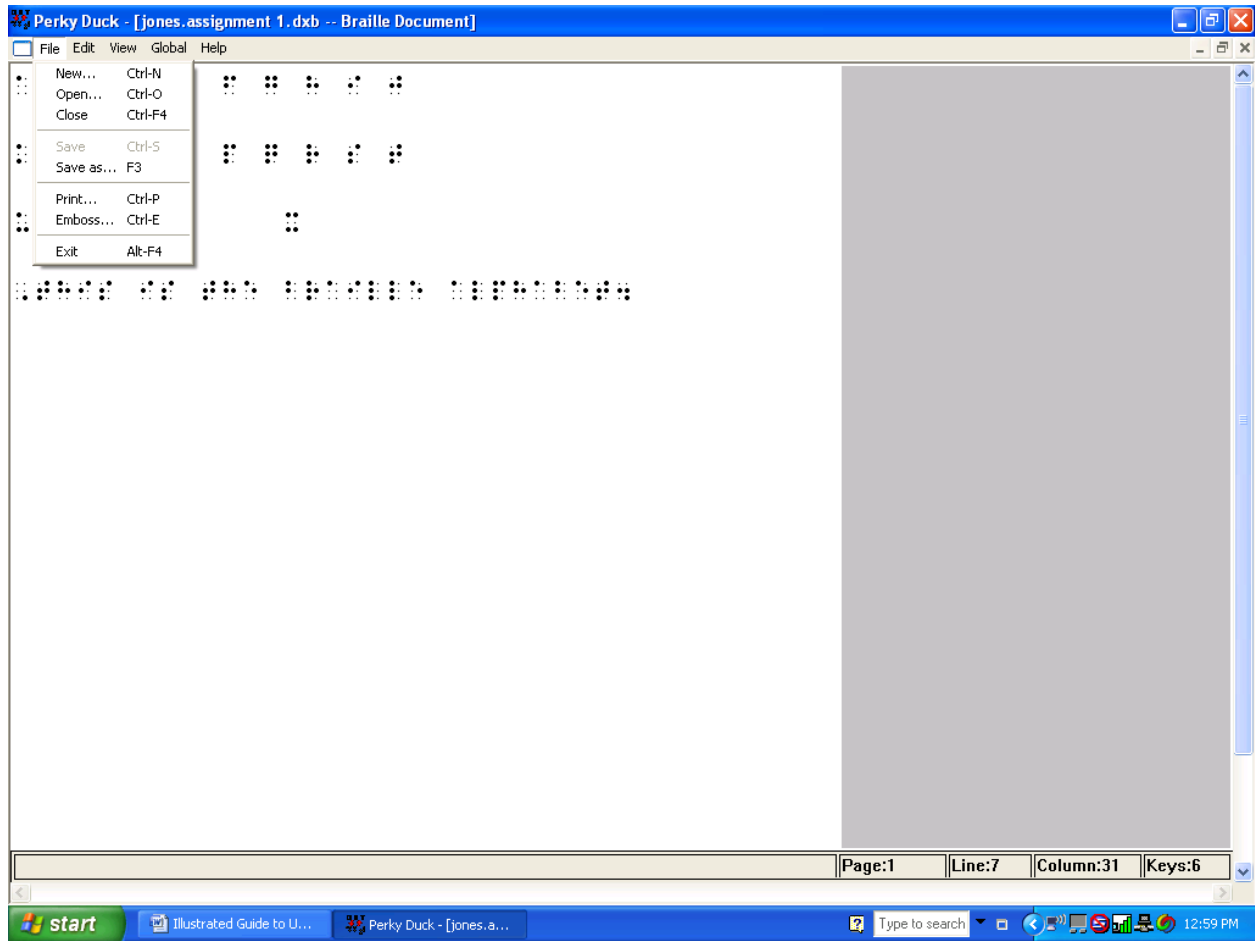
7. **Begin brailleing.** You can now write braille. Remember that each dot of the braille cell is numbered. You can use the **f d s** and **j k l** keys on your computer keyboard to write each dot. These are the key-dot combinations:
- | | |
|-------|-------|
| f = 1 | 4 = j |
| d = 2 | 5 = k |
| s = 3 | 6 = l |



You will have to press multiple keys at the same time to form most of the braille letters. For example, the braille letter **O** is written with dots 1-3-5 $\begin{smallmatrix} \bullet & & \bullet \\ & \bullet & \\ \bullet & & \bullet \end{smallmatrix}$ so you would press the **f s k** keys at the same time to print dots 1 3 5 $\begin{smallmatrix} \bullet & & \bullet \\ & \bullet & \\ \bullet & & \bullet \end{smallmatrix}$



9. To exit Perky Duck, go to the **FILE** menu and click **EXIT**.



10. To look at a Perky Duck document that you created, launch Perky Duck. You will see the message, “Perky Duck has found temporary files created by a prior run. Remove them?” This is a normal message. Click “no” or “discard.” Find your document. Go to **MENU** and select **OPEN**. Look in your **MY DOCUMENTS** folder. Find the file that you created. It will have the suffix **.dxb**. Highlight the name of the document you want to open. Click Open.

