



Skype

Getting Started



Smartbox

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Introducing Skype

Skype for Windows enables you to stay in touch with family and friends for free – all you need is a Skype account. This grid set enables you to use Grid 3 to control Skype for Windows.

- ✓ Make and receive audio calls
- ✓ Make and receive video calls
- ✓ Send and receive instant messages

This guide will show you how to get started with Skype for Windows



Skype for Windows is designed for literate people using the following types of access:



Touch



Eye gaze



Switch



Pointer

Installing Skype



How do I download Skype for Windows?

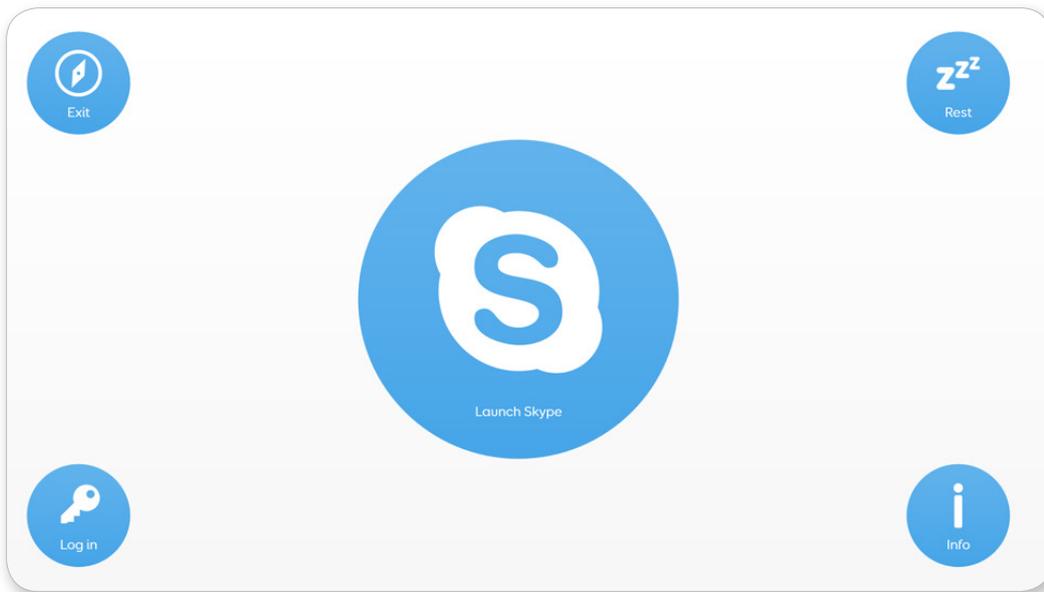
To download Skype, visit:

www.skype.com/en/get-skype/skype-for-windows/

Make sure you download **Skype for Windows**, not Skype for Windows 10 - even if you already have Windows 10!

Tip: This grid set will not work with the Skype for Windows 10 app that is pre-installed with Windows 10.

Log in to Skype



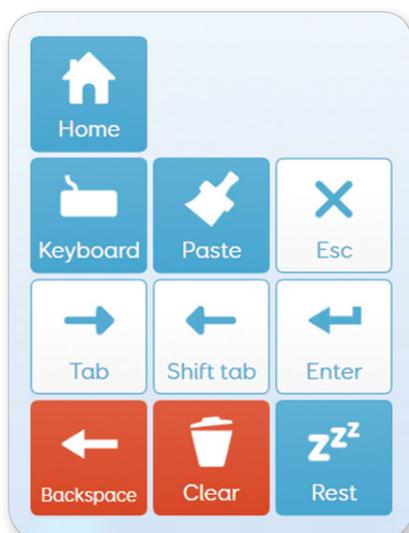
How do I log in to Skype?

The first time you launch Skype you will need to log in. From Grid Explorer, open your Skype grid set and select **Log in**.

Use the **Keyboard** to enter your username, and select **Paste to Skype** to copy the test and paste it into the username field.

Select **Enter** to move to the password field. Once you have typed your password and pasted it to Skype, select **Enter** to log in.

Select the **Home** cell to start using the app.

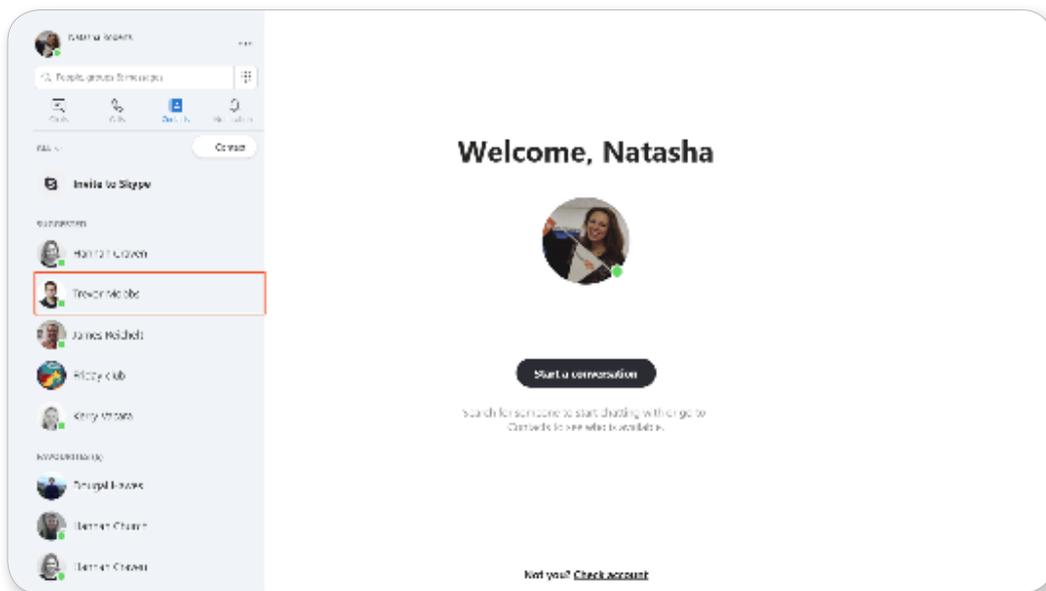


These are your Grid 3 controls for logging into Skype



Tip: If you need to select a different field you can use Tab.

Selecting a contact or group



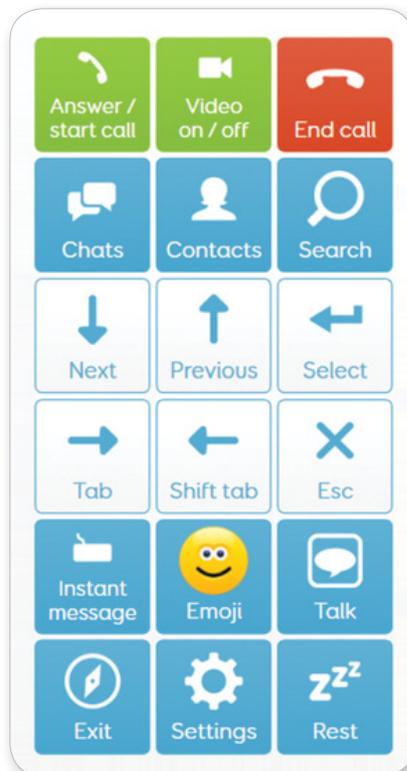
How do I select a contact or chat?

Choose who you want to talk to by selecting either **Chat**, **Contact** or **Search**. A red box will highlight your selected item.

Choose **Next** or **Previous** to navigate through your list. The red box will continue to move through your list until you stop it by selecting any cell.

Choose **Select** when the desired chat or contact is highlighted.

These are your Grid controls for using Skype



Tip: To choose another chat or contact, you will need to select **Chat** or **Contact** again to make the red box appear.

The image shows a 'Commands' menu on the left and a visual representation of two commands on the right. The 'Repeat' settings include a 'Repeat' button, a description 'Repeat a group of commands until the user stops the repeat.', a list item 'Type keys '{DOWN}''', an 'Edit Commands' button, a 'Repeat 29 times:' section with a slider and '+'/'-' buttons, and a 'Repeat gap' dropdown set to '2-second gap'. The visual representation shows two cells: the top one with a downward arrow and the word 'Next', and the bottom one with an upward arrow and the word 'Previous'. A speech bubble to the right asks: 'Is the scan speed too fast or too slow when you choose a contact or select a chat?'.

How do I change the speed for choosing a contact or chat?

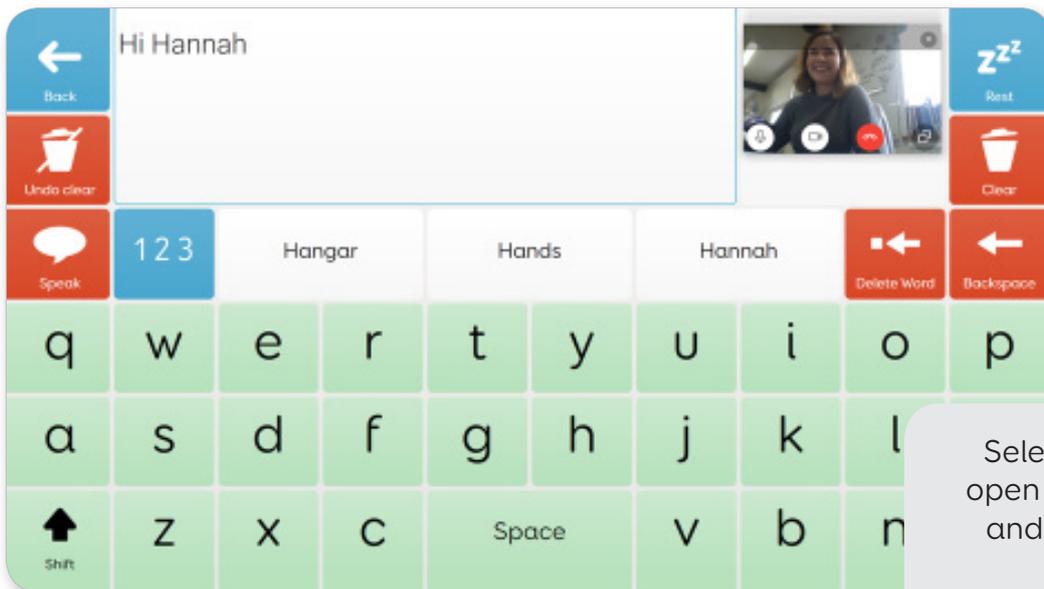
You can adjust the speed that you scan through your list by editing **Next** and **Previous**.

Enter edit mode by selecting **Edit** from the Menu.

Select the **Next** cell and adjust the **Repeat gap**. Do the same for **Previous**, and select **Finish Editing** to save your changes.



Making a call



Select this icon to open your keyboard and start talking:



How do I make a call?

You can make a call by choosing a contact or a group and selecting **Answer / start call**.

Once your call is connected you can select **Video** to turn your camera on and off.

Select **Talk** to open a keyboard with prediction and use AAC with Skype.

To end your call head **Back** to your home grid and select **End call**.



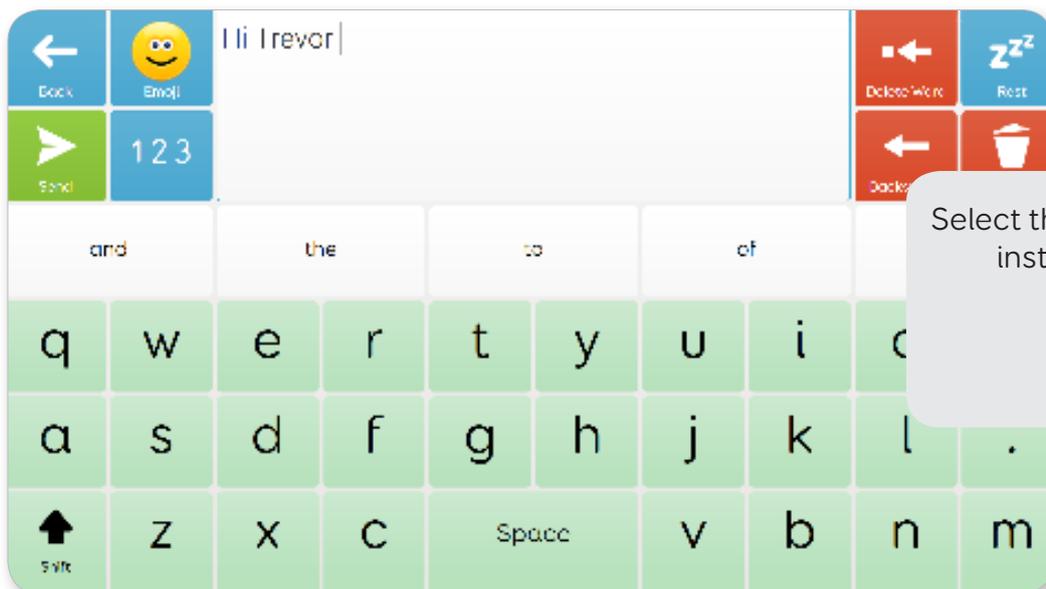
Tip: Drag the mini Skype video window next to the message bar on your keyboard grid. Now you can see the video caller as you speak! You should only need to do this the first time you use it..

How do I make the Skype video bigger?

To make the Skype video window bigger, go to **Settings - Minimise**. This will minimise your Grid 3 controls to a single cell in the corner.

You can restore Grid 3 back to its normal size at any time by selecting the single cell.

Instant messaging and Emojis



Select this icon to send an instant message:



How do I send an instant message?

To send an instant message, you first need to choose the **Chat** or **Contact** you want to talk to.

Select **Instant message** and a keyboard grid will open.

Type your message and select **Send**.

How do I send emojis?

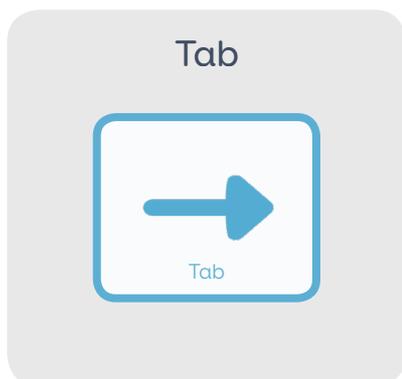
You can send emojis straight from the home grid by selecting **Emoji**. This will bring up the available emojis for you to choose from.

You can also add emojis into an instant message from your keyboard grid.

Emojis will appear in text form until you select **Send** - then Skype will transform it into an animated emoji!



Using Tab and Escape



How do I use Tab or Esc?

Tab and **Esc** are there to assist you if things go wrong.

You can use **Tab** to manually move the focus to the correct part of the Skype screen.

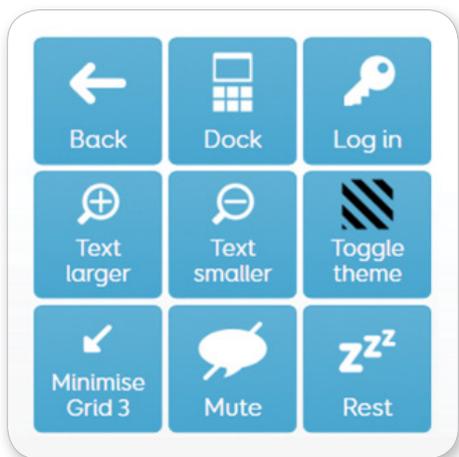
You can use **Esc** to close a dialog box, or a Skype pop-up asking you to rate the call quality for example.

If you get stuck
try using
Tab or **Esc**!



Tip: **Shift tab** works in the same way as **Tab**, but in the reverse direction. You can think of **Tab** and **Shift tab** as 'next link' and 'previous link' if you like.

Settings

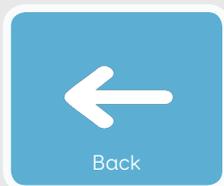


These are your Settings:



Back

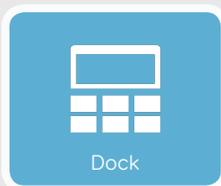
Go back to your home grid



Back

Dock

Realign Skype and Grid 3



Dock

Log in

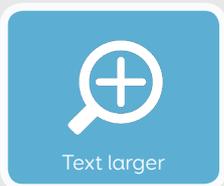
Bring up the controls for logging in



Log in

Text larger

Zoom in and make your Skype text bigger



Text larger

Text smaller

Zoom out and make your Skype text smaller



Text smaller

Toggle theme

Switch your Skype theme to light or dark



Toggle theme

Minimise Grid 3

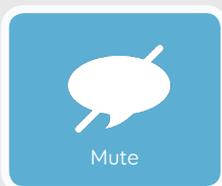
Minimise Grid 3 into a single cell in the corner



Minimise Grid 3

Mute

Turn your microphone on and off



Mute

Rest

Pause your access method



Rest

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Skype Manual (Version 1.0)
English (UK)

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