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## **Clinton Presidential Records Digital Records Marker**

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## TECHNOLOGY EVALUATION CENTER

CAP's Technology Evaluation Center (CAPTEC) is a facility dedicated to the evaluation of adaptive technology. It was established to assist DoD supervisors and employees in choosing appropriate adaptive devices for creating work environments that are accessible to persons with disabilities.

CAPTEC consists of several computer workstations configured with a wide variety of adaptive technology. People in the process of acquiring adaptive equipment who have questions about compatibility, function, or who need to compare several solutions may visit CAPTEC to conduct evaluations. Also, the CAP staff conducts evaluations on behalf of individuals.

Contact the CAP office to use CAPTEC's services.

## STEPS TO ACQUIRING ACCOMMODATIONS THROUGH CAP

1. Conduct a needs assessment to ascertain what functions need to be provided by an accommodation.
2. Research available options by talking to: the person to be accommodated, the supervisor or manager, ADP personnel, and the CAP office.
3. Select the most suitable option for the environment in which the accommodation will be used.
4. Complete and mail a CAP Request Form.

The CAP office reviews the Request Form and, if everything is satisfactory, begins the acquisition process to obtain the accommodation.

For more information call or write:



Defense Medical Systems Support Center  
5109 Leesburg Pike, Suite 502  
Falls Church, VA 22041-3201

Phone: (703) 756-8811 (Voice/TDD)  
DSN: 289-8811 (Voice/TDD)



DMSSC

# THE POWER TO EXCEL



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**ImmoComp™**

INNOVATIVE COMPUTER APPLICATIONS

'94 SUPPLEMENT



Suite 302 • 26210 Emery Road  
Warrensville Heights, OH 44128  
(216) 464-3636 • 1-800-382-8622  
Fax (216) 464-3638

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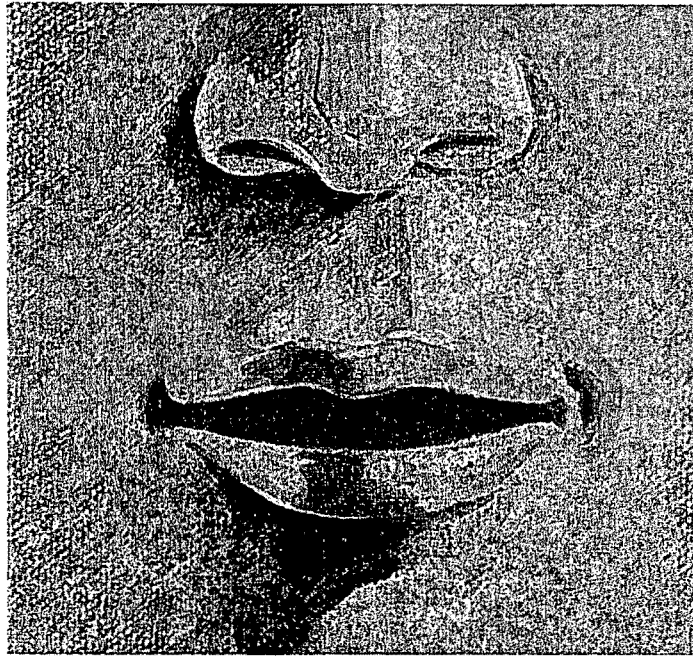
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# DRAGONDICTATE™-30K

SPEECH RECOGNITION SYSTEM



The world's most  
advanced input device is  
right under your nose.

Speech is one of our most effective communication tools. The challenge is enabling people to access their computers easily and naturally.

DragonDictate-30K is the solution. This powerful speech input device provides people with a practical and flexible way to access their computers by voice.



*"The computer interface of the 21<sup>st</sup> century,  
a decade early!"*

**DRAGON SYSTEMS, INC.**

320 Nevada Street, Newton, MA 02160  
Tel: 617/965-5200 Fax: 617/527-0372

SPEECH AND LANGUAGE TECHNOLOGY

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# THE READING ADVANTEDGE

## Reading Independence Through Your Computer

The personal computer is the 20th century's most powerful instrument for individual productivity. Many people who are blind or visually impaired have found the computer to be an invaluable tool for continuing their education, their work, and the management of their personal affairs. Xerox Imaging Systems, Inc. (XIS), which manufactures a range of adaptive products for blind or visually impaired individuals, now offers The Reading AdvantEdge,™ a software-only, Optical Character Recognition (OCR) product which extends the power of the PC by turning it into a "reading machine."

Reading machines process text in three-steps. First, printed material is electronically scanned, capturing each page as an image. Second, characters are "recognized," and finally, they're converted to speech and read aloud using a synthesizer. In order to do all of this accurately, the recognition software must be able to "read" the printed material, even text that is poor quality, contains mixed typefaces, or multiple columns.

### **AdvantEdge: It can recognize virtually anything typed or printed**

Using artificial intelligence, including neural computing, The Reading AdvantEdge proprietary OCR software recognizes a printed or typed character by its particular attributes and actually learns as it processes the text. The Reading AdvantEdge can read virtually any typeface or size, italics, bold, underscore, documents with multiple columns, draft dot matrix print, even faxes. An automatic page orientation feature adjusts the images of materials that are placed on the scanner platen in portrait and landscape, or even "upside down" so that the software continues to recognize the material without user intervention. And, in addition to English, the software can recognize six international languages.

### **AdvantEdge: As flexible as it is powerful**

The Reading AdvantEdge incorporates the most recent advancements in OCR software for improved recognition and accuracy, including fax recognition, and gives you the flexibility to select a variety of options for scanned text. You can choose to have the text read aloud, using a screen reader and a synthesized speech card. You can convert and save the text for editing into one of over 40 word processing and spreadsheet applications. Or, using other application software packages, you can enlarge the text on your computer screen, or convert it to Braille.

In addition, you can access other applications on your PC without leaving The Reading AdvantEdge program. The software's batch processing feature allows you to scan documents as TIFF files and recognize them later. A special user lexicon enables you to build your own dictionary for specific applications. And, The Reading AdvantEdge allows you to create and store your own user settings files. This makes customization of the system easy, and speeds recognition on "like documents."

Reading  
Technology  
for People  
who are  
Blind or  
Visually  
Impaired

The  
Reading  
AdvantEdge

Xerox  
Imaging  
Systems,  
Inc.



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## Optelec LP-DOS™ Version 5.0 Magnification Software

The standard for large print software, now with full Windows support

*Consistently setting the standard for computer magnification software for people with vision impairments, LP-DOS Version 5.0 is now also the first system to offer complete support for the Microsoft Windows environment in addition to all MS-DOS applications.*

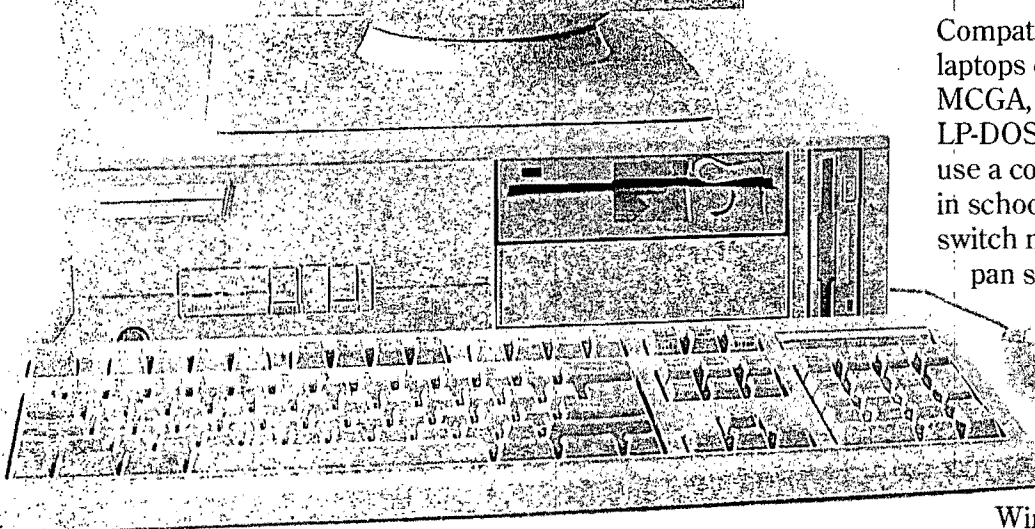
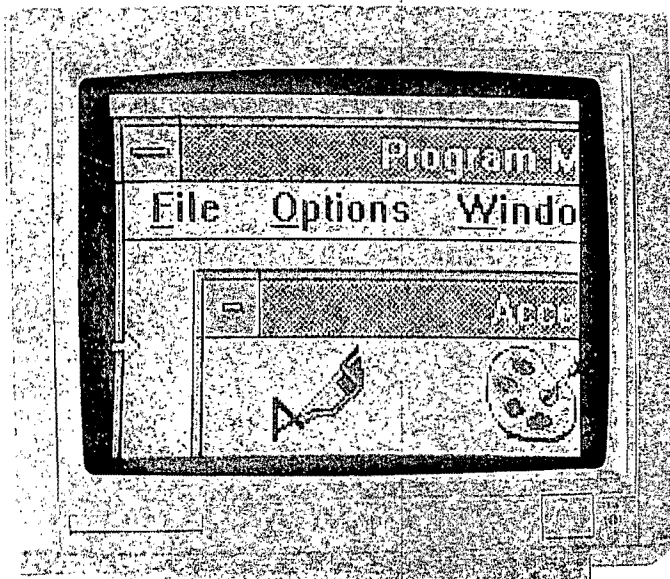
### Complete Access

With LP-DOS, you can magnify computer text, graphics, and animation up to 16x, allowing you complete access to virtually all of your computers applications. LP-DOS is completely interactive with the full range of Windows applications, including Microsoft Word and Excel, as well as MS-DOS applications including WordPerfect and Lotus 1-2-3. LP-DOS is also compatible with popular speech programs. Now, you can hear audible cues and spoken menus as well as benefit from synchronized speech and large print when panning.

Compatible with PCs, PS/2s, and laptops equipped with VGA, EGA, MCGA, or CGA display adapters, LP-DOS can be used anywhere you use a computer at work, at home, or in school. Its unique features let you switch magnification, alter color, and pan smoothly via mouse or simple keystrokes.

LP-DOS automatically and intelligently tracks your typing and follows the standard

Windows mouse as you move it around the screen so you never lose sight of your work. Menus, control buttons, and other windows objects are automatically displayed.



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TeleSensory

## VersiColor CCTV System



*You choose the colors — VersiColor magnifies the text*

**T**eleSensory's new VersiColor XL Closed Circuit Television (CCTV) system brings new clarity and comfort to reading and writing. Since many people with low

vision find that specific color combinations enhance legibility, VersiColor offers 24 customized foreground and background color combinations to choose from. These selections change the magnified image into the print colors best suited for your vision needs. VersiColor XL magnifies up to 45 times, and the monitor tilts and swivels for maximum comfort.

### Custom colors

VersiColor XL uses a 14-inch color monitor and a CCD camera with a new 12-position knob on the front panel. Each position of the knob produces a different combination of text and background colors; a polarity switch reverses the combinations giving a total of 24 choices. For convenience, the most popular color combinations —

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**Optelec 20/20  
Video Magnification  
System**

State-of-the-art imaging  
technology in a compact,  
versatile enclosure

*The 20/20 is a compact,  
easy-to-use and highly versatile  
video magnification system  
designed to let you read, write,  
work on a computer, or observe  
detailed activities comfortably  
and in a manner that best suits  
your visual needs.*



**Practical Versatility**

Designed for use at home, in the classroom, or at work, the 20/20 is ideally suited to applications where space is at a premium, requiring only 14 inches of table space. The system is also easily collapsible and can be transported by hand or in a convenient optional carrying case.

**Latest Technology**

The 20/20 system incorporates the latest in technology. A high-quality solid-state CCD video camera provides clear, high-contrast images of exceptional clarity with absolutely no distortion, and eliminates the need to adjust the focus when reading uneven surfaces such as thick books or telephone directories. Controls are minimal and easy to use, and setup takes only minutes.

For added versatility, the 20/20 may be hooked-up to an optional secondary Optelec camera, allowing you to focus on remote activities and display them on the screen.

The 20/20 is also easily connected to any PC-type computer.

A split-window feature allows you to simultaneously display both the material on the reading table and the remote image or computer screen.

**Optelec 20/20 Video Magnification System**

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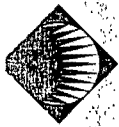
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TeleSensory

# Navigator Systems



## *Braille computer systems for the 90s*

In today's information age everyone needs to communicate with a computer. TeleSensory's Navigator series of braille computer display systems empower individuals with information processing ability plus the precision and accuracy of braille.

Available in many configurations, Navigator easily couples to most MS-DOS

laptop and desktop computers. Whether you choose the 20, 40, or 80-character braille display, Navigator systems are designed to stay current even if your present computer becomes obsolete.

### **Charting the course**

The display unit of the Navigator is available in 20, 40, or 80-character braille cells. The 20-cell display is available in 6-dot braille. The 40-cell display is 6 or 8-dot braille, and the 80-cell is 8-dot braille. Two navigational keypads on Navigator's front

panel allow manipulation of the computer cursor and braille window using your thumbs. This frees your other fingers for braille display reading.

### **Expedition to success**

Business professionals will benefit from Navigator's ability to work with word processors, databases, spreadsheets, and other commonly-used business applications. Navigator is ideal for programmers, accountants, or anyone dealing with formatted materials.



# THE USER INTERFACE

From **BERKELEY**  
SYSTEMS

October, 1992

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## ❖ C O N T E N T S ❖

outSPOKEN 1.7 Ships!

❖  
Enlarging Monitors List

❖  
Windows Demo at Closing the Gap

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### outSPOKEN 1.7 Ships!!

Berkeley Systems is now shipping a new version of outSPOKEN™, the award-winning software that permits use of the Macintosh by blind, visually impaired, and learning disabled persons. outSPOKEN uses the Mac's internal synthesizer to provide speech output, using the built-in numeric keypad for cursor control. In response to your requests and comments, and due to the introduction of System 7 and new Macintosh computer models, we have implemented a variety of changes, including the following:

- Modifications for System 7 compatibility. These include the ability to use system sounds other than Simple Beep, recognition of desktop icons, the ability to install outSPOKEN in either the Control Panels or Extensions folder, and the elimination of information "leaking" into the current window.

- We have added a "Review Mode" to outSPOKEN, primarily for use on PowerBooks (which do not have keypads). With Review Mode toggled on, certain right-hand keys can be used as outSPOKEN keys

without the use of the usual tilde modifier.

- Another feature of particular interest to PowerBook users is "Mouse-Off", which prevents the cursor control device (mouse, trackball, etc.) from activating when hit accidentally.

- The upper limit for the speech rate (speed) has been increased to about 625 words-per-minute, from its previous upper limit of about 450. There are now settings of 8 and 9 for speed in the Voice Dialog.

- outSPOKEN now "remembers" if it was turned on or off when the machine is turned off, and will come up in the same state the next time the machine is turned on. However, it will be loaded even if it was turned off, so that it can be turned back on with a single keystroke.

- During text entry, outSPOKEN will now pronounce a word only after the Spacebar, Tab, Return, or a punctuation key has been typed.

- Disk swap and most system error dialogs, as well as check boxes and radio buttons that use a font other than Chicago 12, are now recognized.

- The maximum dictionary size is now limited only by the amount of disk space you have available.

(continued next page)

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## outSPOKEN 1.7, cont.

- Say-On can now be turned off only with the command that turned it on (Option-Command-SAY). Previously, CANCEL and SAY/STOP also turned Say-On off.

- Non-breaking spaces are now spoken only when the punctuation setting is "all".

- In certain desk accessories and applications, outSPOKEN 1.0 treated dialogs as menus, not allowing typing in these dialogs. This bug has been fixed.

- Say On now respects the punctuation setting in the custom dialog.

outSPOKEN 1.7 has already been sent to registered users of outSPOKEN 1.0. If you have not received your update, you may send proof of purchase (the ORIGINAL of the outSPOKEN disk or manual title page—copies or faxes will not be accepted—or a copy of your invoice) to Berkeley Systems, Attn: Upgrades, 2095 Rose St., Berkeley, CA 94709.

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## Enlarging Monitors List

Although we have received positive feedback on inLARGE 2.0 since it was released two months ago, we appreciate that software-only enlargement strategies may not be sufficient for every user. Enlarging monitors and other modifications may play a significant role in a complete access solution.

In recognition of users' possible needs, we have fully updated our "Enlarging Monitors (and other products of interest)" list. This list may be obtained on request by contacting Berkeley Systems, ATTN: inLARGE Tech Support.

## Windows Demo at Closing the Gap

The 10th annual Closing the Gap conference on Computer Technology in Special Education and Rehabilitation will be held in Bloomington, Minnesota on October 22-24, 1992. (For more information, contact Closing the Gap, P.O. Box 68, Henderson, MN 56044, 612-248-3294, FAX 612-248-3810.) Berkeley Systems will be in booths 30-31 in the main exhibit area (Radisson Hotel), and will be giving several presentations.

One of the highlights of our booth will be a demonstration of our current prototype of outSPOKEN for Windows. This project is moving along well; we look forward to hearing your comments at the booth.

Our presentation schedule is as follows:

October 23, 8-9 AM, Radisson Room 4  
"Access to Graphical Computing Environments for Visually Impaired Persons"

October 23, 3:30-4:30 PM, Radisson Room 4  
"Accessing the Graphical User Interface: A Toolkit Approach for Microsoft Windows and the Macintosh"

October 24, 8-9 AM, Mac Lab Sofitel  
"inLARGE 2.0 and Beyond: Macintosh Access for Persons with Low Vision"

October 24, 9:30-10:30 AM, Mac Lab Sofitel  
"Hands-on Introduction to outSPOKEN 1.7"

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**BERKELEY**  
SYSTEMS

2095 Rose St.  
Berkeley, CA, 94709  
510-540-5535  
FAX 510-540-5115

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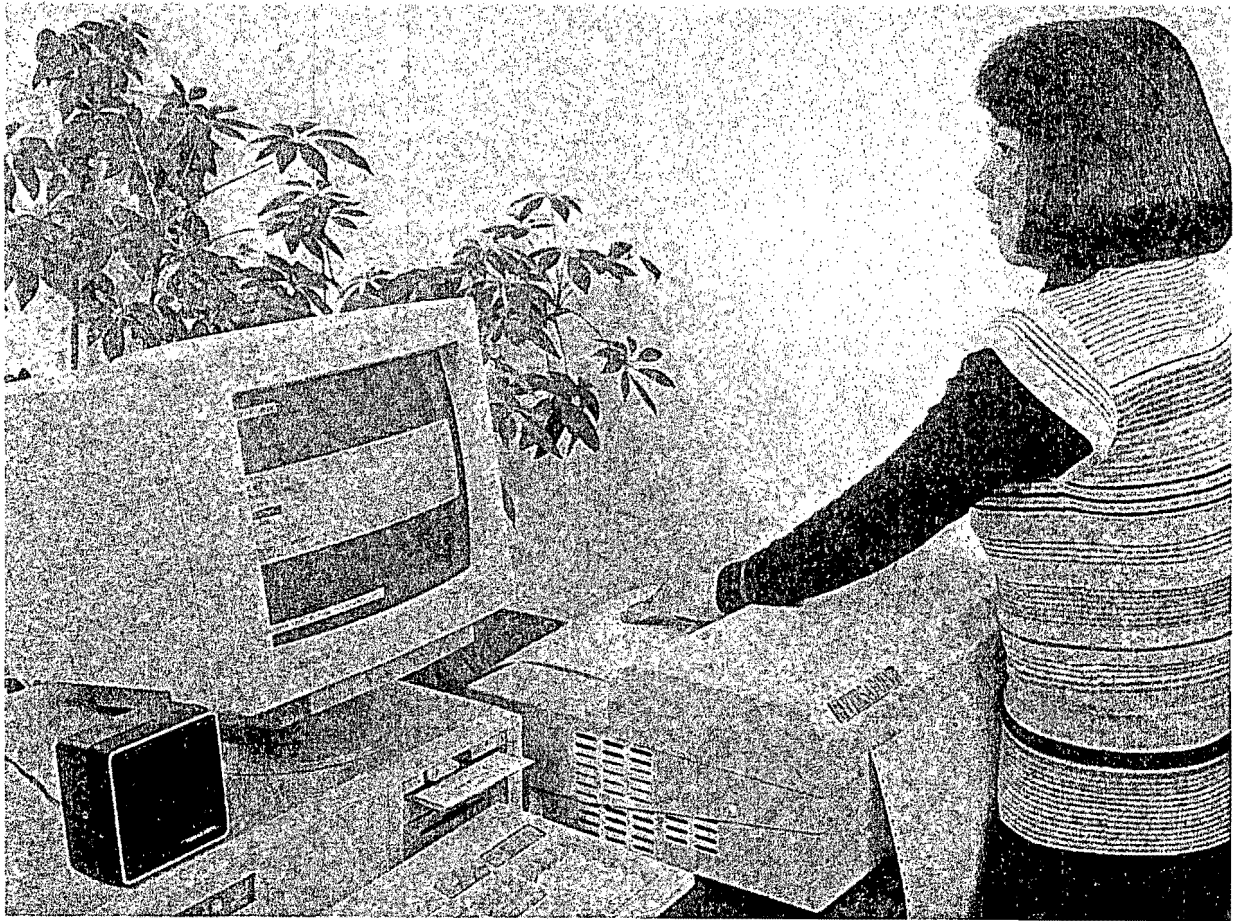
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TeleSensory

## VersaPoint Braille Printer



**VersaPoint —  
fast, friendly, and  
flexible braille  
printer**

**T**eleSensory has developed a unique, patented braille printer that brings desktop publishing to braille users, computer professionals, teachers, and business people. Its braille is consistent, high, and sharp. The noise level has been reduced by 10 decibels.

### **Features and benefits**

**40 characters per second**  
VersaPoint gives you speed and quality.

**30,000 character buffer**  
A large buffer frees your computer so you can continue working while the VersaPoint prints. This is very important when taking advantage of VersaPoint's multiple copy features.

**6-dot or 8-dot braille**  
Blind programmers often need to print more than the normal lower set of ASCII

characters — 8-dot braille makes it possible.

**Underline spacing**  
Braille users now have an effective solution for blank space in tabular printouts, charts, and screen printouts. When underline spacing is used, VersaPoint prints dots 7 and 8 in place of spaces. Users can then stay oriented when tracking across large areas of blank space.

**Tractor feed**  
VersaPoint uses continuous form, tractor-feed paper for hours of easy and efficient operation without user intervention.



Computer/Electronic  
Accommodations Program

DINAH F. B. COHEN, C.R.C.  
Director

Defense Medical Systems Support Center  
5109 Leesburg Pike, Suite 502  
Falls Church, VA 22041-3201

(703) 756-0976 (V/TTY)  
DSN 289-0976 (V/TTY)

THE WHITE HOUSE

Dinah,

My sincere thanks to you and your  
staff as well as the consultants  
present for an enlightening and  
inspiring briefing this morning!

Sincerely, Carol S. Rasco

6 April 1994



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE  
HEALTH AFFAIRS

WASHINGTON, DC 20301-1200

DEFENSE MEDICAL  
SYSTEMS SUPPORT  
CENTER

March 25, 1994

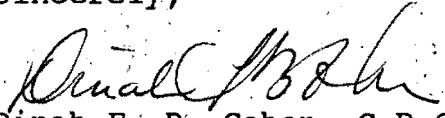
Ms. Rosalyn Miller  
Office of the Assistant to the  
President for Domestic Policy  
The White House  
1600 Pennsylvania Ave, NW  
Washington, D.C. 20500

Dear Ms. Miller:

Thank you for your interest in the Computer/Electronic Accommodations Program (CAP). The Department of Defense (DoD) has established the Computer/Electronic Accommodations Program to assist agencies in providing adaptive devices and training for DoD employees with disabilities. The program is intended to eliminate a wide variety of barriers for people with disabilities who use DoD facilities and participate in DoD programs and activities.

As we discussed, I have enclosed the CAP Information Package for Ms. Rasco for her perusal. I have also enclosed additional information on adaptive equipment for alternative communication. If you have any questions, please feel free to call me on (703) 756-0976 (V/TDD). I will forward a map to this office within the next few days. I look forward to Ms. Rasco's visit on April 6, 1994.

Sincerely,

  
Dinah F. B. Cohen, C.R.C.  
Director

Enclosures



*" WORKING WITH YOU TO FIND THE RIGHT SOLUTION"*

The Department of Defense (DoD) has a long-standing commitment to providing equal employment opportunities for people with disabilities. DoD's goal is to increase the representation of individuals with disabilities to two percent of its civilian work force. To support this goal, DoD established the Computer/Electronic Accommodations Program (CAP). The CAP Office serves the DoD community by providing:

- Accommodations that make computer and telecommunications systems accessible to employees with disabilities, as required by Public Laws 99-506 and 100-542.
- Funding for sign language interpreters, readers, and personal assistants for employees attending long-term training (three days or more).
- Expertise in solving accessibility problems through the use of software, hardware, and other adaptive technology.
- Training and educational support.

CAP's services make DoD work environments more accessible to DoD employees with visual, hearing, dexterity, and cognitive impairments. In 1990, DoD programmed 10.7 million dollars for CAP through 1994, making it the largest and most innovative initiative in the Federal Government to accommodate people with disabilities. Additional funds have been programmed to support CAP through 1999. The Defense Medical Systems Support Center (DMSSC) is designated as the executive agent for CAP.

Since its inception in October 1990, the CAP Office has provided over 4,000 accommodations throughout the DoD community. The CAP staff is here to assist DoD employees, supervisors, and managers. With the right accommodations, people with disabilities have the power to excel. For additional information, contact the CAP Office:

703-756-8811 (Voice/TDD)



**CAP OFFICE**  
**DEFENSE MEDICAL SYSTEMS SUPPORT CENTER**  
**5109 LEESBURG PIKE, SUITE 502**  
**FALLS CHURCH, VA 22041-3201**



*" WORKING WITH YOU TO FIND THE RIGHT SOLUTION"*

## CONSIDERATIONS FOR ACCOMMODATING PERSONS WITH DISABILITIES

Identifying appropriate accommodations is best done on a case-by-case basis. It is important to recognize that individuals with disabilities have different capabilities and varying degrees of disabling conditions. Accommodation needs must be evaluated in light of an individual's specific job responsibilities and technical environment (e.g. workstation configuration). For employees with disabilities and their supervisors, choosing appropriate accommodations can be challenging.

Needs assessments should be conducted to identify accommodations suitable to individuals' specific situations. It is very important to select the right team of people to conduct a needs assessment. **Employees with disabilities and their supervisors should always be involved.** As appropriate, the personnel office, ADP personnel, procurement personnel, facilities management personnel, and external resources may also be included in the process.

The following questions should be addressed when conducting a needs assessment.

- JOB**
- What are the essential job requirements to be performed?
  - What skills (physical and cognitive) are required for job performance?
- INDIVIDUAL**
- What are the individual's functional limitations to performing the job requirements?
  - Are there alternative approaches to accomplishing the essential job requirements?
- SOLUTIONS**
- What accommodations, compatible with workstation, computer, and telecommunications systems, are available to meet the individual's needs? (See attached resource list for assistance in this area.)
  - Which alternative or accommodation is most suitable to the individual and the work environment?

When communications enhancements and computer assistive devices are required, CAP is here to assist you to obtain appropriate accommodations and associated training.



CAP OFFICE  
DEFENSE MEDICAL SYSTEMS SUPPORT CENTER  
5109 LEESBURG PIKE, SUITE 502  
FALLS CHURCH, VA 22041-3201





*" WORKING WITH YOU TO FIND THE RIGHT SOLUTION"*

**INFORMATION RESOURCES**  
for Reasonable Accommodations

The following resources are available for assistance in conducting needs assessments. Those with an asterisk (\*) will provide telephone consultations at no charge.

<b>RESOURCES</b>	<b>PHONE</b>
DoD Computer/Electronic Accommodations Program (CAP) Office*	703-756-8811 (Voice/TDD)
GSA's Clearinghouse on Computer Accommodations (COCA)*	202-501-4906 (Voice) 202-501-2010 (TDD)
Job Accommodations Network*	1-800-526-7234 (Voice/TDD in WV) 1-800-526-4698 (Voice/TDD)
Veteran's Administration Information Technology Center (ITC)	202-535-8922
State Vocational Rehabilitation Agencies	see local directory
U. S. Department of Veteran Affairs, Office of Vocational Rehabilitation	see local directory
"Managing Information Resources for Accessibility"	GSA, COCA, 202-501-4906 (Voice) 202-501-2010 (TDD)
"Ready, Willing, and Available"	President's Committee on Employment of People with Disabilities 202-653-5044 (Voice) 202-653-5050 (TDD)
"The Workplace Workbook," by James Mueller (fee)	RESNA 202-857-1199



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" WORKING WITH YOU TO FIND THE RIGHT SOLUTION "

## EQUIPMENT FACT SHEET FOR INDIVIDUALS WITH VISION IMPAIRMENTS

**Scanners/Readers:** A scanner/reader provides access to printed materials through a portable desktop reading system that can scan and speak virtually any typeset or typewritten material. Text can be read immediately, stored for later retrieval, saved into one of many word processing applications for editing, or converted into braille.

**Braille Terminals:** Braille terminals provide access to personal computer functions by translating screen contents to braille signs. These terminals accommodate all major computer languages, word processors, database packages, and accounting programs.

**Large Print Display Processors:** These processors enlarge the contents of a computer screen or, by using a closed circuit television (CCTV), enlarge printed material, handwritten information, diagrams, and even wired circuitry. Images can be enlarged 4 to 60 times providing a wide range of utilization for individuals who have limited vision, dyslexia, or other visual impairments.

**Braille Notetakers/Computers:** Braille notetakers/computers contain up to 640K of memory, operate comfortably on a desk or in your lap, can store more than two hundred pages of Braille, and have a built in speech synthesizer which clearly speaks text stored in its memory. Notes can be edited, stored in text files, sent to a printer or downloaded to a personal computer. Information can also be uploaded from a personal computer.

**Braille Embossers:** Braille embossers are available for individuals requiring hard-copy braille documents. Personal braille systems average 20 - 50 characters per second.

**Speech Output:** Screen reading programs allow the user to access information on a computer screen generated by word processing, spreadsheet and database packages. Screen reading software operates the speech synthesizer and controls audio output.

For additional information contact the CAP office, (703) 756-8811 (Voice/TDD),  
or write to:



CAP OFFICE  
DEFENSE MEDICAL SYSTEMS SUPPORT CENTER  
5109 LEESBURG PIKE, SUITE 502  
FALLS CHURCH, VA 22041-3201



" WORKING WITH YOU TO FIND THE RIGHT SOLUTION"

## EQUIPMENT FACT SHEET FOR INDIVIDUALS WITH HEARING IMPAIRMENTS

**Telecommunication Devices for the Deaf (TDDs):** TDDs provide telecommunication access by allowing users to type and read messages using a typewriter-like device. TDDs can be pocket-sized portable or stationary and can connect to other TDDs or, through relay services, to offices without TDDs within and outside DoD.

**TDD Interactive Modem Boards:** TDD modem boards turn a computer into a TDD that communicates with both TDDs and computers. Modem boards provide users a full-screen view of the dialogue of both parties, and also offer remote retrieval of stored computer and TDD messages.

**Amplification Devices:** Battery powered, magnetic or other types of sound/speech amplification devices can be obtained for individuals with hearing impairments. These can also be portable, providing an easy means for individuals to maintain access to telecommunications capabilities.

**Interpreter Services:** Long term (3 days or more) individual training and education programs essential to work-related functions are supported with interpreter services. Requests are approved based on the nature and duration of the course.

**Closed Caption Decoders and Captioning for Training Tapes:** To make training videos and other television broadcasts accessible, captioning is necessary. Equipment for encoding captions on videotapes and equipment that will display closed captions can be provided.

**Signalling Devices:** Signalling devices can be installed that provide visual signals, and sometimes vibrations, to indicate when selected auditory signals occur. These can be utilized to indicate when the telephone rings, when the computer beeps to indicate an error, or other required environmental sounds.

For additional information contact the CAP office, (703) 756-8811 (Voice/TDD),  
or write to:



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5109 LEESBURG PIKE, SUITE 502  
FALLS CHURCH, VA 22041-3201



" WORKING WITH YOU TO FIND THE RIGHT SOLUTION "

## EQUIPMENT FACT SHEET FOR INDIVIDUALS WITH DEXTERITY IMPAIRMENTS

**Alternative Keyboards:** Alternative keyboards are available to facilitate use of the personal computer. A miniature standard keyboard is available which is plugged into the keyboard socket of the personal computer and operated utilizing either a hand-held wand or a mouth stick. Another alternative is a keyguard which is a smooth surfaced template with holes corresponding to key locations to improve accuracy of keystrokes.

**Voice Recognition Systems:** Voice recognition systems consist of software and a speech recognition board to provide access to computing capability. These systems interactively learn the user's vocabulary and speaking style, and most respond to natural language rather than limited sets of words spoken in a preordained order. Because the system learns the user's voice it can accommodate individuals with accents and speech impairments. Compatible with a variety of software packages, voice recognition systems allow users to easily access spreadsheet applications, data base management systems, and word processing applications.

**Keyboard Enhancement Programs:** There are a number of keyboard enhancement programs available to assist individuals with mobility impairments. These programs allow users to reduce the number of key strokes required through macros, sequentially enter keystrokes that others enter simultaneously, adjust keystroke repeat functions or remap keys to accommodate individuals who type with a single hand.

**Alternative Input Systems:** These systems provide computer access without the need to type on a keyboard. An optical pointer device with several switch options provides cursor control and menu selection capabilities. Keys are selected from a pop-up keyboard image on the monitor, allowing individuals to type using just small movements. These systems work with the word processing, spreadsheets, and data bases already in place in most offices.

For additional information contact the CAP office, (703) 756-8811 (Voice/TDD),  
or write to:



CAP OFFICE  
DEFENSE MEDICAL SYSTEMS SUPPORT CENTER  
5109 LEESBURG PIKE, SUITE 502  
FALLS CHURCH, VA 22041-3201



*" WORKING WITH YOU TO FIND THE RIGHT SOLUTION "*

**FACT SHEET  
FOR TRAINING SUPPORT PROVIDED TO  
INDIVIDUALS WITH DISABILITIES**

Included below are brief descriptions of the services available through the CAP office to support long term (3 days or more) training for individuals with disabilities.

**Sign Language Interpreters:** CAP will cover the costs of sign language interpreters for individuals with hearing impairments. The individual is responsible for identifying and reserving the interpreter and submitting interpreting requests at least four weeks in advance.

**Readers:** To support training for individuals with visual impairments, CAP will provide resources for readers to assist during training sessions. The individual is responsible for identifying the service provider and submitting the request at least four weeks prior to the training class.

**Personal Assistants:** CAP will provide resources for personal assistants to support training requirements of individuals with mobility impairments. Personal assistants will be provided for class/training session times only. Requests must indicate the service provider and be submitted four weeks in advance.

For additional information, please contact the CAP office (703) 756-8811 (Voice/TDD),  
or write to:



**CAP OFFICE  
DEFENSE MEDICAL SYSTEMS SUPPORT CENTER  
5109 LEESBURG PIKE, SUITE 502  
FALLS CHURCH, VA 22041-3201**



" WORKING WITH YOU TO FIND THE RIGHT SOLUTION"

### INFORMATION REQUEST FORM

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Autovon (if appropriate): \_\_\_\_\_

Do you want to be on the CAP mailing list?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please send the following information:  
(Indicate quantity required.)

- CAP Information Packet: \_\_\_\_\_  
(includes general information, brochure, and request form\*)
- Additional CAP Brochures: \_\_\_\_\_
- CAP Video "The Power to Excel": VHS \_\_\_\_\_ 3/4" \_\_\_\_\_

\*photocopies of request form accepted by CAP office

If requesting 10 or more CAP Packets, please attach a distribution for CAP Office records.

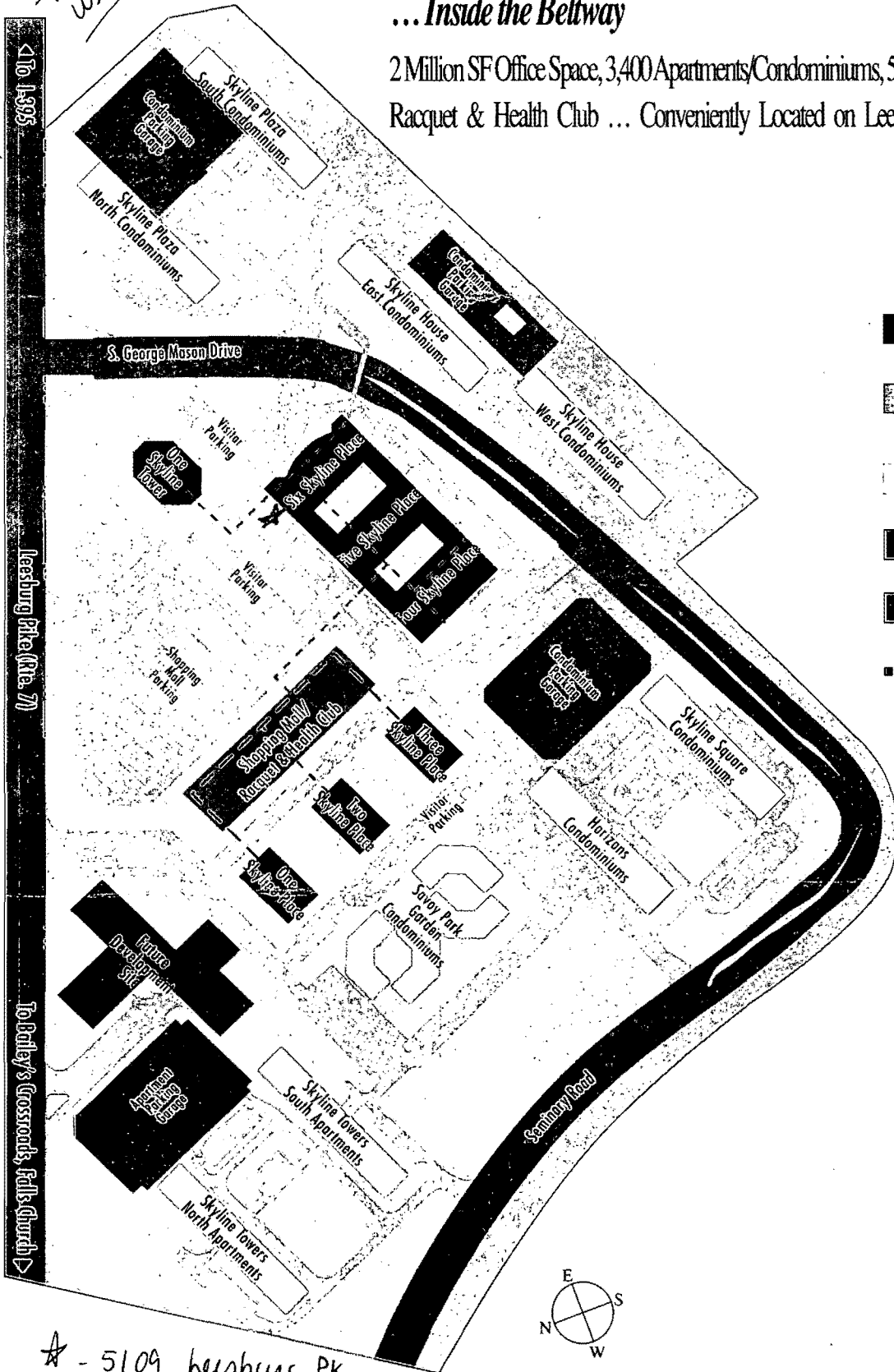


CAP OFFICE  
DEFENSE MEDICAL SYSTEMS SUPPORT CENTER  
5109 LEESBURG PIKE, SUITE 502  
FALLS CHURCH, VA 22041-3201

# Skyline

**A Total Office, Residential, Shopping & Entertainment Environment  
... Inside the Beltway**

2 Million SF Office Space, 3,400 Apartments/Condominiums, 50-store Shopping Mall and a Deluxe Racquet & Health Club ... Conveniently Located on Leesburg Pike (Route 7), Near I-395



- Office
- Shopping Mall/Racquet & Health Club
- Residential
- Future Development
- Garage Parking
- Underground Pedestrian Walkways



COMMERCIAL LEASING  
Two Crystal Park  
2121 Crystal Drive, Suite 100  
Arlington, VA 22202  
703-769-5000

*King St West*

▶ To I-395

Leesburg Pike (Rte. 7)

To Bailey's Crossroads, Falls Church

\* - 5109 Leesburg PK  
Skyline 6 -

**What is AAC?** <sup>TM</sup> is an exciting adventure in learning through print-based instruction. After participating in the practice activities of the 20 brief lessons, you will have a clear understanding of augmentative and alternative communication (AAC).

Lessons focus on communication systems that provide special AAC for people who cannot speak and need to rely on technology for speech output. The instruction is designed for parents and professionals and is written in an easy-to-understand format.








The Education and Training Department of Prentke Romich Company is committed to Keeping Instructional Support Simple (K.I.S.S.). Each lesson gives you information and examples, one or more practice activities, and feedback.

Gail Van Tatenhove authored this instructional booklet. Over 20 years in the field of AAC has supplied her with a historical perspective and many opportunities to implement systems using special AAC with a variety of clients. Gail has field tested the lessons to be sure that are easy to understand.



## What will you learn from *What is AAC?*

Learn the answers to these questions by completing the self-paced lessons in the *What is AAC?* booklet. . .

-  Do able-bodied people use AAC?
-  What does it mean to be non-speaking?
-  What is the purpose of AAC?
-  What do we mean by dedicated and integrated technology?
-  How do you implement an AAC system?
-  What does language have to do with an AAC system?
-  What are the best ways to organize vocabulary in an AAC system?

Ask your regional consultant about *What is AAC?*<sup>TM</sup> This booklet, as well as the first instructional set, *Vocabulary Selection and Organization Using Minspeak*<sup>TM</sup>, is available by ordering from the Prentke Romich Company Sales Department. Look for more K.I.S.S. series publications from Prentke Romich Company!

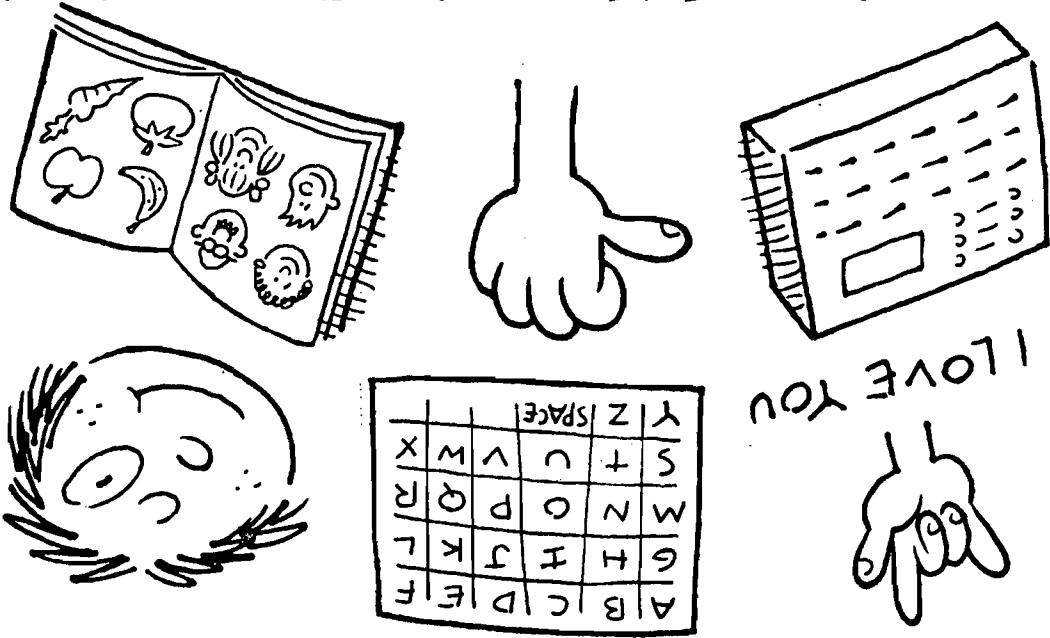
Contact the Prentke Romich Company's Sales Associates at 216-262-1984 or 1-800-262-1984 for ordering information.

Part No.:	BK001
Product Name:	What is AAC?
Cost:	\$25*
	*Price is subject to change.

5/93 cw

  
**K.I.S.S.**  
Prentke Romich Company  
Keeping Instructional  
Support Simple





# What is AAC?



Prentke Romich Company offers for sale several **Minspeak™ Application Programs™ (MAPs™)**. A MAP is a special application of Minspeak. The MAP uses specific icons in a pre-determined overlay arrangement to code vocabulary for a designated age and ability group.

A MAP offers a core of words, phrases, and/or sentences. In other words, the author of a MAP has already gone through the process of selecting an organizing vocabulary.

If you've decided to customize your own vocabulary for your speech output device you have taken on a BIG job! But there's help! The Education and Training Department of PRC has created a self-paced instruction that is designed for professionals and parents who are selecting and organizing vocabulary. The instructional format teaches by example and simple practice activities.

This instructional set is part of Prentke Romich's new **K.I.S.S. series (Keeping Instructional Support Simple)**.







***Vocabulary Selection and Organization Using Minspeak*** contains two booklets. Planning vocabulary for the person using the speech output device can be systematic and thoughtful.

The **Instruction Book** offers you 20 lessons for planning and learning how to organize Minspeak vocabulary for people who rely on an augmentative device for communication. Each lesson guides you with information, examples, practice and activities to help you know "where in the world to begin" in the ongoing process of vocabulary selection.

The second booklet, **Vocabulary Dictionary**, consists of forms used in recording the responses to the practice activities outlined in the instructions. When completed each Vocabulary Dictionary will contain an outline of customized, appropriate messages to store in your device.

## ***What does the instruction set teach?***

You will . . .

-  Learn how to define and assess a communication environment and how to provide the "right words" for many different situations.
-  Complete simple charts, write dialogues, and write scripts so talking to friends and family can be natural and spontaneous.
-  Determine what messages are urgent and need to be spoken quickly. Define these important messages as One Shots.
-  Define Minspeak and semantic compaction and learn how to use multi-meaning icons in sequence to represent messages.
-  Learn how to create a one and two icon theme to organize your vocabulary into categories and make sequences easier to recall.
-  Add customized and personalized vocabulary to any of the Minspeak Application Programs.

Contact the Prentke Romich Company's Sales Associates at 216-262-1984 or 1-800-262-1984 for ordering information.

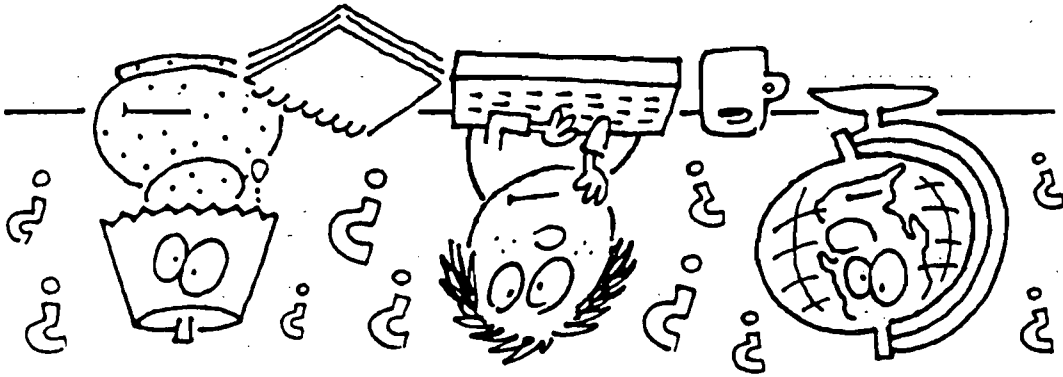
Part No.:	VSO-IS
Product Name:	Vocabulary Selection/Organization Instruction Set
Cost:	\$37*                      *Price is subject to change.

1/94 cw



**Prentke Romich Company**  
*Keeping Instructional  
Support Simple*

*Wondering where in the world to begin?*



# Selecting Vocabulary?

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## **Clinton Presidential Records Digital Records Marker**

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This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

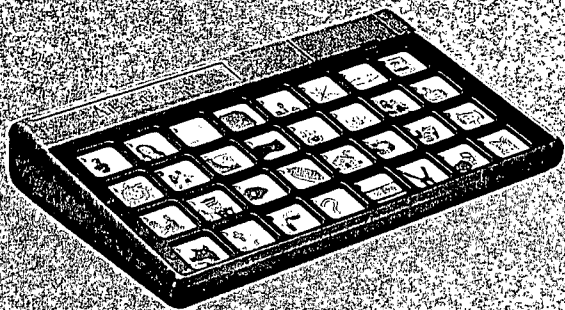
This marker identifies the place of a publication.

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Publications have not been scanned in their entirety for the purpose of digitization. To see the full publication please search online or visit the Clinton Presidential Library's Research Room.

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# AlphaTalker™



A New Dimension In Communication

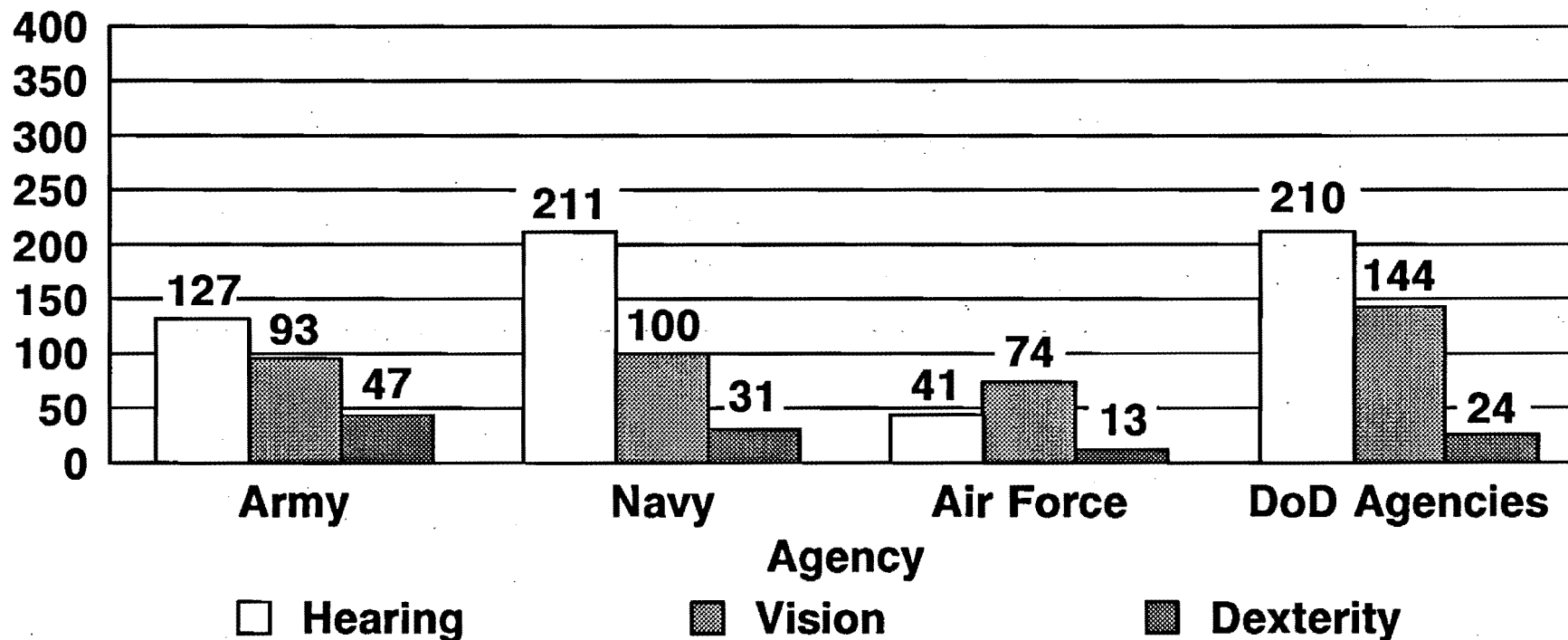


# COMPUTER / ELECTRONIC ACCOMMODATIONS PROGRAM

**CAP**

## FY93 Accommodations Profile (September 30, 1993)

### Number of Requests



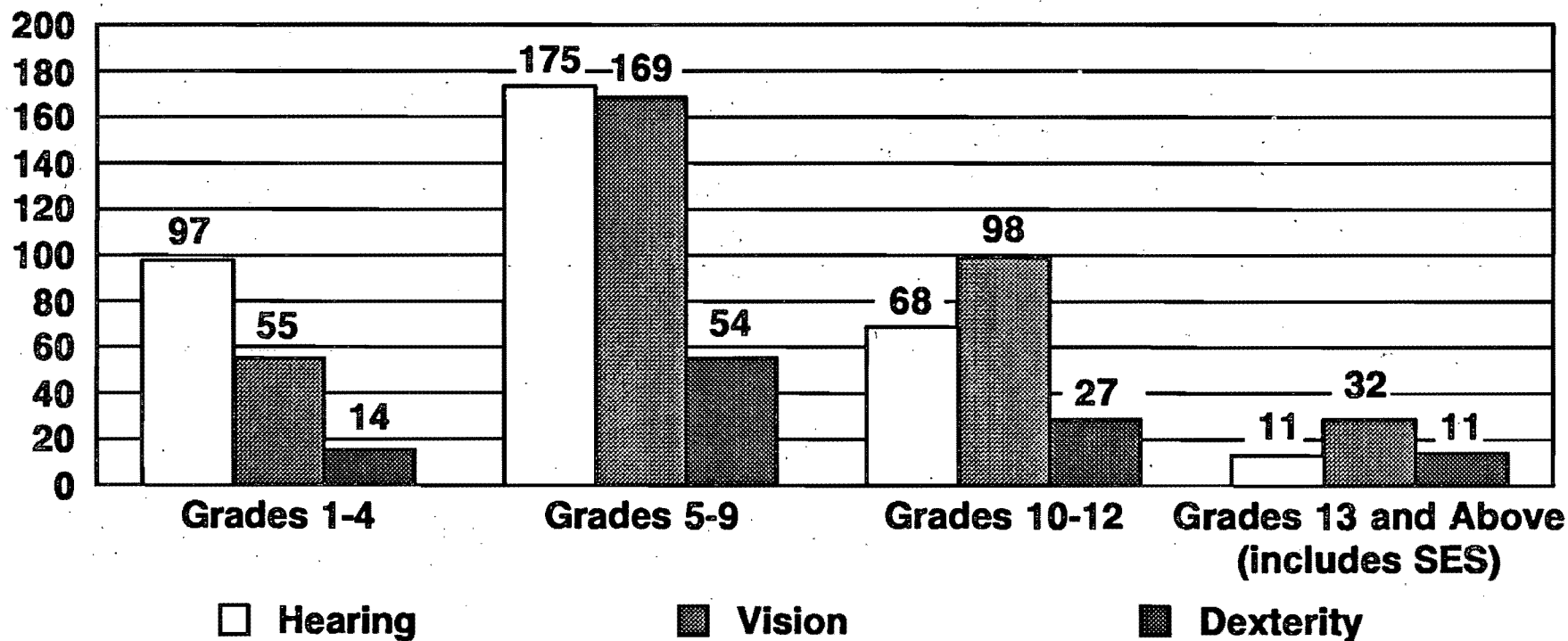


# COMPUTER / ELECTRONIC ACCOMMODATIONS PROGRAM

**CAP**

## FY93 Accommodations by Grade Level (September 30, 1993)

Number of Requests



**CAP Office Use Only**

ACCOUNT NUMBER: \_\_\_\_\_ Item description: \_\_\_\_\_  
Request rec'd: \_\_\_\_\_  
Req. ordered: \_\_\_\_\_  
Req. filled/shipped: \_\_\_\_\_ Serial #: \_\_\_\_\_  
Closed in CCS: \_\_\_\_\_

**DEPARTMENT OF DEFENSE  
COMPUTER/ELECTRONIC ACCOMMODATIONS PROGRAM  
REQUEST FORM**

This form is to be completed for requesting adaptive devices for disabled employees. Upon completion of this form and approval from first and second line supervisors (Item 17), mail to:

**DoD Computer/Electronic Accommodations Program Office  
Defense Medical Systems Support Center  
5109 Leesburg Pike, Six Skyline Place, Suite 502  
Falls Church, VA 22041-3201**

**A SEPARATE form must be submitted for EACH accommodation requested.**

1. **REQUESTING ORGANIZATION:**  Army  Navy  Air Force  
 Other (please specify): \_\_\_\_\_

2. **PERSON OR OFFICE TO BE ACCOMMODATED:** \_\_\_\_\_  
\_\_\_\_\_

**ADDRESS (Please type in full - no acronyms or P.O. box numbers):**

AGENCY NAME \_\_\_\_\_  
OFFICE SYMBOL \_\_\_\_\_  
OFFICE ADDRESS \_\_\_\_\_  
STREET NAME \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_  
AUTOVON # \_\_\_\_\_  
FAX # \_\_\_\_\_

3. **DESCRIPTION OF DISABILITY (Please include disability code from Form 256):** \_\_\_\_\_  
\_\_\_\_\_

4. **GRADE LEVEL** \_\_\_\_\_ **OCCUPATIONAL SERIES** \_\_\_\_\_

5. **NUMBER OF YEARS EMPLOYED BY DEPARTMENT OF DEFENSE:**  
 New Employee  1-5 Years  More than 5 Years

6. **HOW DID YOU HEAR ABOUT THE CAP OFFICE?** \_\_\_\_\_



7. **TYPE OF ACCOMMODATION REQUESTED.** If requesting interpreting services, please go to directly to **Item 15**. Please attach vendor information or brochures if available. (NOTE: A specific brand of a product may not be available.)
- 
- 

8. **HAS THIS ACCOMMODATION BEEN TESTED OR USED?** [ ] Yes [ ] No

9. **IS TRAINING REQUIRED FOR THIS ACCOMMODATION?** [ ] Yes [ ] No

10. **DOCUMENTATION REQUESTED:** [ ] Large print [ ] Audio [ ] Braille [ ] None

11. **IF SOFTWARE IS REQUESTED, INDICATE DISK SIZE:** [ ] 3.5" [ ] 5.25"

12. **JUSTIFICATION:** Please describe job duties that can be performed better with this accommodation.

13. **PLEASE DESCRIBE SPECIFIC FUNCTIONS OF REQUESTED ACCOMMODATION.** (For example, 20" screen, reads both portrait and landscape, 6 dot and/or 8 dot Braille capability, max weight 10 lbs., prints at least 20 characters per line, carrying case, etc.).

14. **USER'S CURRENT ADP EQUIPMENT:** (Please describe any hardware, software, and other adaptive devices currently being used, to ensure compatibility with requested accommodation).

**NOTE: EQUIPMENT MAINTENANCE BEYOND INITIAL WARRANTY AND ADDITIONAL SUPPLIES AFTER RECEIPT OF EQUIPMENT ARE THE RESPONSIBILITY OF THE RECEIVING ORGANIZATION OR AGENCY.**

15. **SIGN LANGUAGE INTERPRETER SERVICE REQUEST**  
(NOTE: Interpreting services for hearing impaired employees attending training must be for three or more days. Please submit request at least 30 days prior to the start of the class. Budget information is requested for Military Interagency Purchase Request (MIPR) purposes.)

TRAINING/COURSE TITLE: \_\_\_\_\_  
\_\_\_\_\_

SPONSORING ORGANIZATION: \_\_\_\_\_

COURSE DATES: \_\_\_\_\_

COURSE LOCATION: \_\_\_\_\_

INTERPRETER ORGANIZATION NAME: \_\_\_\_\_

INTERPRETER ORGANIZATION COST: \_\_\_\_\_

REQUESTING AGENCY BUDGET POINT OF CONTACT:

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE # \_\_\_\_\_  
FAX # \_\_\_\_\_

16. **JUSTIFICATION:** Please describe why this course is required. Attach additional information if necessary.

**17. POINT OF CONTACT FOR THIS REQUEST (Please type in full - NO acronyms or P.O. Box numbers):**

NAME \_\_\_\_\_  
AGENCY NAME \_\_\_\_\_  
OFFICE SYMBOL \_\_\_\_\_  
OFFICE ADDRESS \_\_\_\_\_  
STREET NAME \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_  
AUTOVON # \_\_\_\_\_  
FAX # \_\_\_\_\_

**18. SUPERVISOR APPROVAL.** Approval is required from first and second line supervisors. These approvals certify that the proposed user has a legitimate need for the accommodation requested.

**First Line Supervisor:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**Second Line Supervisor:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**19. APPROVAL BY MANAGEMENT INFORMATION SYSTEM (MIS) OFFICIAL.** Signature certifies that this request has been technically evaluated by the agency/organization MIS official for equipment compatibility and interoperability with existing/planned system interfaces (e.g., speech synthesizers, personal computers).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**20. AGENCY PROPERTY BOOK INFORMATION**

PROPERTY ACCOUNT NUMBER: \_\_\_\_\_

**AGENCY PROPERTY BOOK ADMINISTRATOR:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone #: \_\_\_\_\_

10:30-12:30 4/6 or 4/7  
After 10:00 for 2 hrs.  
Back in off. by 5:00

E X E C U T I V E   O F F I C E   O F   T H E   P R E S I D E N T

17-Mar-1994 08:30pm

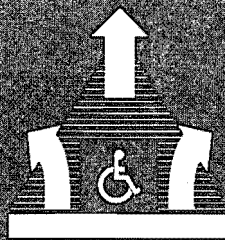
TO: Stanley S. Herr  
FROM: Carol H. Rasco  
Economic and Domestic Policy  
CC: Rosalyn A. Miller  
SUBJECT: RE: Visit to a center on the use of adaptive technology

Stan, I have forwarded the message on this issue to Roz and am copying her on this response. I would prefer to take the time to go see Dinah this trip and am asking Roz to keep the other places in a "possible trip" file. We will need to do this the week of April 4 and you should get Dinah's number to Roz if she doesn't have it handy and the name of anyone in Dinah's office Roz should visit with if not Dinah. Roz and I will need to talk about some of the schedule that week before a final call is made to Dinah by Roz. I hope you can join me on this outing, Stan. Thanks.

20-30 min travel time

Directions and packet { 5109 Leesburg Pike / Ste 506  
Falls Church

Roz - Haven't we seen a fax on this to  
SEP - 2 REC'D



Planning Committee  
**Perspectives on Employment  
of Persons with Disabilities**

to  
consider  
on the  
fly?

*Perspectives on Employment of Persons with Disabilities is sponsored by:* ■ Department of Defense/Department of the Navy ■ Department of Labor ■ Department of State ■ Department of Veterans Affairs ■ Equal Employment Opportunity Commission ■ Office of Personnel Management ■ President's Committee on Employment of People with Disabilities ■ Public Health Service

Ms. Carol Rasco  
Assistant to the President for Domestic Policy  
The White House  
1600 Pennsylvania Ave NW,  
Washington, D.C. 20500

Dear Ms. Rasco:

On behalf of the Planning Committee, I am pleased to invite you to be the keynote speaker at our conference on "Perspectives on Employment of Persons with Disabilities" to be held on December 8-10, 1993. The conference is scheduled to open with registration and keynote speakers on December 8, 1993 at 8:30 a.m. at the Bethesda Hyatt Regency, Bethesda, Maryland.

This annual conference is sponsored by eight Federal agencies. Since the first meeting in 1982, we have provided a forum for Federal managers and supervisors to gain needed knowledge on employment issues and motivate them to hire disabled veterans and persons with disabilities. Last year over 400 senior managers attended and Representative Major Owens was the keynote speaker.

Your presence would be an outstanding contribution to the conference's success. As a leader on domestic policies for this administration and your personal commitment, you would bring a unique perspective to current issues.

We will be printing our program brochure soon and would like to have a response as soon as possible of your availability and interest. If you have any questions concerning the conference, please feel free to call me on (703) 756-0976 at the Defense Medical Systems Support Center.

I speak for the entire Planning Committee when I say that we look forward to a favorable reply and having you address the participants at this special conference.

Sincerely,

Dinah F. B. Cohen

Conference Planning Committee

545-  
6700