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Using computers and the internet

n this information sheet you'll find out about computers and accessibility. It also focuses on using the internet – how to search for reliable health information, using social media, staying safe online and where to go for more advice.

There is a glossary on page 10 that explains terms you may not be familiar with. The first time a glossary term appears in the information sheet, we have highlighted it in bold for you.

What can a computer and the internet do for me?

Being able to use a computer and the **internet** can open up lots of opportunities for you. You can:

- handle day-to-day correspondence, which can be useful if you have problems with handwriting
- keep in touch with your friends and family, and share experiences with other peoples affected by Parkinson's through online communities and **social media**
- search for information about Parkinson's and other subjects of interest
- manage your online banking and shopping, which can save time and may be helpful if you have limited mobility or live in a remote area

What do I need to get started?

Computers can have different set-ups. Some computers sit on a desk (desktop computers). These have a system unit, monitor (a screen), keyboard and mouse. Portable computers, such as laptops, have a keyboard and screen combined in one unit. **Tablet** devices, such as iPads, have touchscreens, so a separate keyboard and mouse aren't needed.

Depending on what type of computer you have, you should be able to adjust your mouse, monitor and keyboard to meet your needs. The sections below explain what changes you may be able to make. **Microsoft** and **Apple** both have pages on their **websites** that explain more about accessibility features and changing your settings:

Microsoft www.microsoft.com/enable

Apple www.apple.com/accessibility

Keyboards

Some people may find using a keyboard easier than writing by hand. However, for others the straight-line set-up of the keyboard may be difficult, as it requires good control of your movements. Keys can also be quite sensitive – you may find you repeatedly type a character because you're holding the key down for a long time. For some tasks, you may have to press two or more keys at the same time.

Your keyboard can be altered to help meet your needs. Filter Keys or Slow Keys 'tune' your keyboard, so the length of time a key needs to be held down for before it appears or repeats on screen can be changed. Sticky Keys allow you to operate a combination of keys using just one finger.

You may find a keyguard useful. This is a rigid plate with holes that is positioned over each key on your keyboard. The guard makes it impossible to press two keys at once. You can also rest your hands and arms on the guard without pressing any keys.

There are also other styles of keyboards available. Small and compact keyboards may be more suitable for single-handed users. You can also buy keyboards with larger keys, which can be useful if you find it difficult to accurately find or press keys on a standard keyboard. There are organisations that can give you more information on what computer equipment may suit you. See page 8 for details.

Mouse

A mouse is a device that helps you move the cursor around the computer screen, select programs to open and issue commands.

Some people with Parkinson's may have problems using a mouse. This is often because a mouse needs to be held still in one position while the button is pressed. Laptops usually have a 'touchpad' instead of a mouse that can also be difficult to use, especially if you have a tremor or muscle stiffness.

It is possible to adjust the way your mouse behaves. This includes changing the speed of your mouse and how much time you need for double clicking. You can also use the number pad on your keyboard to move the cursor around using Mouse Keys. If you use a computer that has the **Windows operating system** installed, most mouse functions can be performed using different keyboard shortcuts.

In some cases, you might find it useful to replace your mouse with a 'rollerball' mouse. This is a static device with a large ball on top, which can be moved using your fingers, thumbs and palms, and can offer more control. This kind of mouse can be used with a laptop via a **USB** lead.

Monitors

A monitor is the screen used with a desktop computer. You can easily alter the background colour, letter colour, or the font type on a monitor. They also come in a variety of sizes. Larger screens can give you a clearer view of images.

Tablet devices

Tablets are very slim, lightweight computers. Many people with Parkinson's tell us that tablets, such as the Apple iPad, are easier to use than desktop or laptop computers. This is because they have touchscreens,

rather than a keyboard and mouse. **E-readers**, such as the Amazon Kindle, can also be useful for reading, especially if you find it difficult to turn newspaper pages or read a book.

Voice recognition

Voice recognition **software** converts the words you say into text. It can help with tasks like creating or editing a document or an email, opening files and controlling your mouse. This can be useful if you have problems typing or using a mouse.

Some people find using a combination of a keyboard, a mouse and voice recognition software for different tasks suits them best. Usually the software needs to be 'trained' 11

The big problem I found, as someone with Parkinson's, is the touch screen. I can sometimes be a little clumsy with my hands and either touch two keys at the same time or not press hard enough for a key to register. Using a stylus, like a soft nib pen or pencil, eliminates this problem though.

Mike, diagnosed in 2010

to recognise your voice and accent. This can take time to get right. Newer versions of both Windows and Apple operating systems provide in-built voice recognition technology. You can dictate text, navigate around your computer and use the internet, all by voice command. For more information on setting up voice recognition on your computer, see the website addresses on page 8.

There are voice recognition **apps** available for tablet devices, such as the iPad, and **smart phones**. An app is a piece of software that can be used on smart phones, tablets and other mobile devices. Siri is a free app available on the Apple operating system. Using your voice, you can dictate text messages, take notes, make calls and schedule meetings. Vokul is a **downloadable** app that works in a similar way to Siri.

You can also buy voice recognition programs, which range in price. Programs normally come with a software CD, a microphone headset and user manual. Dragon Naturally Speaking is very popular, but shop around for a product that works best for you.

How can I get connected to the internet?

The internet is a global computer network that contains vast amounts of information shown as text, video, audio or picture formats.

There are two ways to connect to the internet: dial-up or broadband. Dial-up uses your telephone line to connect to the internet. This means while you are online, you can't use your phone. Dial-up is also the slowest way to connect to the internet. It is generally now only used in rural areas where the distances between exchanges are bigger than in a town or city.

Broadband is much faster to use than dial-up. It uses a more complex line than a simple telephone line to connect to the internet, so you can still use your phone when you are online. There are different ways to get a broadband connection including through a **router**, which connects your computer to the internet via your phone line or with **Wi-Fi**. Wi-Fi is an easy way to connect as your computer doesn't have to be close your router – it can be anywhere in your home.

To get online, you will need to check what **internet service providers** are available where you live. If you have a landline telephone, the first step may be to contact your telephone company, as they often provide internet services. There is usually a monthly charge for internet packages, based on things like the speed of your broadband connection or the amount of **data** you download.

If you don't have a landline, there are still ways to get the internet at home. You can use a provider that uses a network of fibre optic cables to deliver the internet, rather than telephone cables. You can also use a mobile service that you can use wherever there is coverage from the provider you choose, not just in your home.

How can I find what I am looking for on the internet?

A search engine is a website that helps you search for **webpages** and makes it easy to find what you are looking for. Some useful search engine addresses are:

Google www.google.com

Yahoo www.yahoo.com

Bing www.bing.com

To start a search you just need to enter a search term – 'Parkinson's', for example – on the **homepage** of the search engine. A search can produce thousands of results, but try not to get overwhelmed by this. Often the most relevant pages appear towards the top of the page. Be aware that the results which appear at the very top of the page are often sponsored links, paid for by organisations. You can refine your search by adding more search terms such as 'Parkinson's walking' or 'Parkinson's mood'.

How accessible are websites?

Accessibility describes if a website or other product can be used by people of all abilities and disabilities.

All good websites should follow accessibility guidelines, which make using a website and accessing information easier. The basic requirements are that text styles, sizes and colours are easy to read and images have 'alternative text' that describes an image, so they can be understood by equipment such as a screen reader. A screen reader is a device that will read webpages to people who have sight problems.

Our website has extra features for people affected by Parkinson's, including large clickable areas and buttons to make scrolling easier.

Where can I find reliable Parkinson's and health information online?

There is a lot of material about Parkinson's and other health-related issues on the internet. It is worth remembering that anyone can set up a website on any subject. This means that not all websites will contain reliable, up-to-date information.

If you want to know whether a health information website is reliable, ask yourself the following questions:

- Who has produced the content? Is it owned or sponsored by a reputable organisation? Most sites will have an 'About us' or 'About this site' section where you can get more information about the site and who has set it up.
- Are contact details available for the website owners? Be wary if there is no way of contacting them.
- Is the health information consistent with other material you have read?
- Does the website give information about both the benefits and risks of potential treatments?
- Is the information recent?

- Is there a review process for content? And is that process explained anywhere on the website?
- Is the organisation a member of the Information Standard? If they are, they will display the Information Standard logo on their online information. Organisations that have the Standard have been assessed to check that the information they produce is clear, accurate, balanced, evidence-based and up to date.

There are a number of websites that contain health information or are about Parkinson's, which you may find useful as a starting point:

Parkinson's UK

Our website is packed full of information and news, people's experiences of Parkinson's, and much more. The website makes it easier to find information relevant to your experience of Parkinson's – so whether you are newly diagnosed, a carer, or have been living with Parkinson's for some time, you'll be able to find the information that's right for you. We are also a certified member of the Information Standard. Visit **parkinsons.org.uk**

There are a lot of other charities for people affected by Parkinson's. These include the Michael J. Fox Foundation (**www.michaeljfox.org**) and the American Parkinson's Disease Association (**www.apdaparkinson.org**). They feature information and news about Parkinson's, and often have **webinars**, **podcasts**, **blogs** and **e-newsletters** you can watch or sign up to. Please note, Parkinson's UK is not responsible for the content of any external sites, and the details provided here are for information purposes only.

NHS Choices

This is the UK's biggest health website. It contains articles, videos and interactive tools about different health conditions, including Parkinson's. It can also help you to find, compare and use NHS services in England. The website is certified by the Information Standard. Visit **www.nhs.uk**

In Scotland, NHS Inform (**www.nhsinform.co.uk**) offers similar services to the NHS Choices website. If you live in Wales, you should visit the Health in Wales website (**www.wales.nhs.co.uk**), and in Northern Ireland, Health and Social Care in Northern Ireland (**www.hscni.net**).

Patient.co.uk

This is an independent health website. It contains thousands of health information leaflets and discussion forums about different conditions, including Parkinson's. The website is certified by the Information Standard. Visit **www.patient.co.uk**

How can the internet make everyday tasks easier for me?

Email

Email is a way of sending messages from one person to another for free, using a computer. There are lots of advantages to using email – messages are sent instantly and you can send a message to more than one person at the same time. You will also be able to sign up to other online services, such as online banking, as most companies will ask for an email address before you can create an account.

Many people with Parkinson's experience problems with handwriting. This can be caused by tremor, lack of coordination, stiffness and a difficulty controlling small movements. Sending emails instead of writing letters can be a useful way to overcome these issues.

To begin using email, you will need to set up an email account. Setting up an account is free to do, although you will need an internet connection. There are lots of different providers you can use. Popular ones include

Outlook (**www.outlook.com**) or Gmail (**www.gmail.com**). On the homepage, click on 'Sign up'. You will be asked to provide some personal information and to create a unique username and password for your account. Once you have done this, you will have set up your email account.

Online banking

Internet banking lets you manage your finances online. You can move money between your accounts, transfer money to other people and pay bills.

When you are transferring money online, take extra care before you authorise the payment and always double check the details you have entered to make sure they are correct.

Speak to your bank to find out how to set up online banking if you would like to.

Online shopping

The internet allows you to buy things on a website and have your purchases delivered to your home or place of work. All the major supermarkets offer online shopping services. You simply select the groceries you want on their website, pick your preferred delivery slot and your shopping will be delivered to your door. You may have to pay a small charge for delivery.

It's also easy to buy books, music, clothes and all kinds of household goods online and have these delivered. Lots of high street shops also allow you to reserve items online and then collect them in person from your nearest branch of the shop.

How can I talk to people online?

There are lots of ways you can connect with friends and family on the internet. It can also be a good way of meeting new people affected by Parkinson's and share experiences.

Social media

Social media allows you to connect with people you may already know and make new friends. You can post comments and share news and information. Most social media websites are free to join and easy to sign up to. Two popular websites are Facebook and Twitter.

Facebook

Facebook allows you to create an online profile, which you can add photos, news and opinions to. These are called 'posts'. People you are friends with can see what you have shared and can comment on your posts. You can also look at what your friends have been sharing. Parkinson's UK has a page on Facebook (**www.facebook.com/parkinsonsuk**) where people discuss and share Parkinson's news and events. Visit **www.facebook.com**

Twitter

On Twitter, you post short comments of 140 characters, which are called 'tweets'. Comments can be about anything – an interesting news story, or simply what's on your mind. People who 'follow' you can see what you have tweeted and when you follow other people, you can see what comments they have made. Visit **www.twitter.com**

Parkinson's UK is on Twitter (@parkinsonsuk) (www.twitter.com/parkinsonsuk) and posts details of relevant news stories, events and shares the experiences of people affected by Parkinson's.

Internet forums

Internet forums are online discussion sites. You can hold conversations with other members of the forum by

posting messages. Discussions are often organised by topic. You can ask other members a question and invite responses, comment on another member's post, or simply share your experiences on a certain issue with others.

We have our own online discussion forum on the Parkinson's UK website (**parkinsons.org.uk/forum**). As well as posting on discussion boards, you can send messages to other members on the forum to make connecting easier. You can also create your own profile and share information about yourself with others if you'd like to. I found the Parkinson's UK online community welcoming and reassuring. No question is too daft to get an answer there. There's a real feeling that the forum belongs to the people who use it.

Alan, diagnosed in 2005

Video calls

Video calling lets you chat with friends and family face-to-face wherever they are in the world, for free.

To make a video call, you need a reliable internet connection and a microphone or speakers on your computer. You will also need a **webcam** – a small video camera. You can make calls over the internet without a webcam, but if you don't have one, the person you are talking to will only be able to hear you, not see you.

Most new computers will have a microphone or speakers and a webcam built in. If your computer doesn't have any of this equipment, you will need to buy a headset with a microphone attached so the person you are talking to can hear you. You can also buy webcams separately.

Skype (**www.skype.com**) is one of the most popular programs to make free video calls with. To get started, you will need to create an account. On the homepage, click on 'Join us' and you will be asked for some information for your profile. You will also need to pick a 'Skype name'. This is the name other people see when they contact you. Once you have created your account, you can search for contacts and begin talking to them.

How can I stay safe online?

The internet is a great resource, but you should take certain precautions while online.

Viruses

Viruses are malicious programs which can access your computer and corrupt files. To protect yourself from viruses, make sure you install the latest anti-virus software.

If you use Microsoft, they have free anti-virus software (**www.microsoft.com/security-essentials**), or you could also consider AVG (**www.avg.com**).

You can also buy anti-virus software. You can find out more about these products at your local electronic goods store.

Passwords

You normally have to create a password for accounts you have online. You should avoid easy passwords like '1234' or your date of birth. Try and include a mix of upper and lower case letters in a password, as well as numbers and symbols. Use different passwords for different sites too.

Secure sites

If you are using online banking or buying things online, make sure you are using a secure site. To check a site is secure, look for a small padlock icon in the browser window at the top of your screen. The web address

should start with 'https:// – the 's' stands for 'secure'. A green address bar also means the site is secure. If you are on a website and a message appears warning you about the website's security certificate, be very wary about providing any personal information.

Personal information

When you are talking to people online in forums or on social media, do not share personal information. This includes details such as your full name, date of birth, address, phone number or bank details. Your identity and personal information is valuable to people who can use your details to apply for products in your name.

Be cautious of people who you have just met online and ask you for personal information or want to meet you in person very quickly. If you do want to meet an online friend in person, make sure you choose a public place to meet, such as a coffee shop or restaurant, and tell a trusted friend or relative who you are meeting, when and where. You may also want to take someone with you.

Who can help me get started?

Everyone's experience of Parkinson's is different and how the condition may affect your day-to-day life can vary. It is important you choose the right device and equipment for you.

If you're not sure where to start, speak to AbilityNet. This organisation aims to make computer technology available to people with disabilities. The charity's free helpline (**0800 269 545**) offers expert advice and information about computers and the internet, and their website (**www.abilitynet.org.uk**) offers useful guides to help make your computer and computer technology work for you.

An occupational therapist may be able to give you tips on how to use computer equipment. They may also provide advice on simple adjustments, such as better posture, chair height, or changing the distance from your keyboard to your monitor, to make it easier to use a computer.

You can usually see an occupational therapist through a referral from your GP, or your social services or social work department. Occupational therapy is also available privately.

Find out more: see our information sheet Occupational therapy and Parkinson's.

You may find it helpful to talk to other people affected by Parkinson's. People are often very happy to share their experiences with others – what equipment have they found helpful? Do they have any handy hints or tips, which you can use to get started? Our online forum is a great place to share tips and experiences about making computers easier for people with Parkinson's to use.

You can learn more about using forums and how to visit our own in 'Internet forums' on page 7 of this information sheet.

Where can I go to learn more about using a computer and the internet?

Your local public library or adult education college may offer computer courses. Details of these can often be found in local libraries, or by contacting your local authority's education office (listed in the telephone directory under the name of the council).

If you have a basic knowledge of computers, you can build these skills using tutorials available online, or via **e-learning** courses. For instance, learndirect offers a variety of IT and other courses for people with internet access that can be completed at home or at a variety of local learndirect centres. You can contact learndirect on **0800 1010 901** or at **www.learndirect.co.uk**

AbilityNet

This organisation offers information to disabled people on how to use computers and the internet. **0800 269 545** www.abilitynet.org.uk

Age UK

This charity runs taster sessions where older people can learn to use a computer and the internet. 0800 169 6565 www.ageuk.org.uk

BBC Webwise

This website has useful guides on social media, computer basics and a selection of online courses. **www.bbc.co.uk/webwise**

Digital Unite

This organisation delivers digital skills training. 0800 228 9272 www.digitalunite.com

Disabled Living Foundation

The foundation offers help on daily living equipment and assistive technology. **0845 130 9177** www.dlf.org.uk

Learn My Way

This organisation offers online courses on using a computer and basic internet skills. **www.learnmyway.com**

UK Online Centres

These centres offer various online resources and community groups. 0800 771 234 www.ukonlinecentres.com

Which

This organisation offers independent buying advice on computer equipment and internet service providers. **www.which.co.uk**

There are also lots of books available on computers and the internet. These are available from your local library or bookshop.

More information and support

Parkinson's nurses

Parkinson's nurses provide expert advice and support to people with Parkinson's and those who care for them. They can also make contact with other health and social care professionals to make sure your needs are met.

The role of the Parkinson's nurse varies. Each will offer different services, aiming to meet local needs. Some nurses are based in the community, whereas others are based in hospital settings.

Many Parkinson's nurses are independent prescribers. This means they can prescribe and make adjustments to medication, so someone with Parkinson's doesn't always need to see their specialist for changes to or queries about their Parkinson's drugs.

Parkinson's nurses may not be available in every area, but your GP or specialist can give you more details on local services.

You can find out more at parkinsons.org.uk/nurses

Information and support from Parkinson's UK

You can call our free confidential helpline for general support and information. Call **0808 800 0303** (calls are free from UK landlines and most mobile networks) or email **hello@parkinsons.org.uk**

We run a peer support service if you'd like to talk on the phone with someone affected by Parkinson's who has faced similar issues to you. The service is free and confidential – ring the helpline to talk to someone about being matched with a volunteer.

Our helpline can also put you in touch with one of our local information and support workers, who give one-to-one information and support to anyone affected by Parkinson's. They can also provide links to local groups and services.

We also have a self-management programme for people with Parkinson's, partners and carers. It is an opportunity to reflect on life with the condition, learn about self-management and think about the future. To find out if there is a group near you visit **parkinsons.org.uk/selfmanagement**

Our website **parkinsons.org.uk** has a lot of information about Parkinson's and everyday life with the condition. You can also find details of your local support team and your nearest local group meeting at **parkinsons.org.uk/localtoyou**

You can also visit **parkinsons.org.uk/forum** to speak with other people in a similar situation on our online discussion forum.

Glossary

App/application – a piece of software that can be used on computers, smart phones, tablets and other mobile devices. They allow you to perform specific tasks like write a document or play a game.

Apple – a company which makes products including computers, iPhones and iPads.

Blog – an online diary. Once published on the internet, other people are able to read what you have written.

- Data digital information, such as music and video files.
- **Download** saving something from the internet onto your computer.
- e-learning an educational course, which you complete online.
- e-newsletter a newsletter sent as an email.
- e-reader a tablet device you can read books or newspapers on.

Homepage – the main page of a website.

Internet – a global computer network that contains vast amounts of information presented as text, video, audio or picture formats.

Internet service provider – a company that provides access to an internet connection.

Microsoft – a company that makes products including computers.

Operating system – this is the software that supports your computer's basic functions. The two most popular systems are Windows and Apple.

Podcast – an audio or visual program, that is recorded and made available on the internet.

Router – a small device that connects your computer to the internet via your phone line.

Social media – when people interact with other people in online communities and networks.

Smart phone – a smart phone is a more powerful handset than a traditional mobile phone. You can access emails, surf the internet and download apps.

Software – a generic name for programs that are stored on your computer.

Tablet – a touchscreen computer that you can navigate using your fingers.

USB – a type of standard connection used for connecting hardware to your computer via a USB cable.

Web – a shorthand term for 'world wide web'.

Webcam - A small video camera used for talking to people over the internet.

Webinar – an online seminar. You are often able to watch them live over the internet.

Webpage – any page on the internet.

Website – a collection of web pages that have been put together by an individual or organisation.

Wi-Fi – a way of carrying data through the air using radio waves.

Windows – an operating system, made by Microsoft.

Thank you

Thank you very much to everyone who contributed to or reviewed this information sheet:

Ana Aragon, Independent Occupational Therapist and Associate Senior Lecturer, Leeds Metropolitan University

Digital team, Parkinson's UK

Thanks also to our information review group and other people affected by Parkinson's who provided feedback.

Using computers and the internet (2014)

If you have comments or suggestions about this information sheet, we'd love to hear from you. This will help us ensure that we are providing as good a service as possible. We'd be very grateful if you could complete this form and return it to **Resources and Diversity, Parkinson's UK, 215 Vauxhall Bridge Road, London SW1V 1EJ**. Or you can email us at **publications@parkinsons.org.uk**. Thanks!

Please tick...

🗌 I have Parkinson's. When were you diagno	osed?
I'm family/a friend/a carer of someone with Parkinson's	
I'm a professional working with people wi	th Parkinson's
Where did you get this information sheet fro	m?
GP, specialist or Parkinson's nurse	Information and support worker
Parkinson's UK local group or event	Ordered from us directly
Our website	Other
How useful have you found the information she	eet? (1 is not useful, 4 is very useful) 1 2 3 4
Have you found the publication easy to read/use? 🗌 Yes 📃 No	
Has this resource given you information that might help you manage your condition better?	
🗌 NA 📃 It hasn't helped 📃 It has helped a little 📃 It has helped a lot	
Were you looking for any information that wasn't covered?	
Do you have any other comments?	
If you would like to become a member of Par group, please complete the details below and	kinson's UK, or are interested in joining our information review I we'll be in touch.
Membership Information review g	roup (who give us feedback on new and updated resources)
Name	
Address	
Telephone	Email
What is your ethnic background? 🗌 Asian or	Asian British 🔲 Black or Black British 🗌 Chinese 🗌 Mixed
White British White other Other (please specify)	

We're the Parkinson's support and research charity. Help us find a cure and improve life for everyone affected by Parkinson's.

Can you help?

At Parkinson's UK, we are totally dependent on donations from individuals and organisations to fund the work that we do. There are many ways that you can help us to support people with Parkinson's. If you would like to get involved, please contact our Supporter Services team on **020 7932 1303** or visit our website at **parkinsons.org.uk/support**. Thank you.

Parkinson's UK

Free* confidential helpline **0808 800 0303** Monday to Friday 9am–8pm, Saturday 10am–2pm. Interpreting available. Text Relay **18001 0808 800 0303** (for textphone users only) **hello@parkinsons.org.uk parkinsons.org.uk** *calls are free from UK landlines and most mobile networks.

How to order our resources 0845 121 2354 resources@parkinsons.org.uk Download them from our website at parkinsons.org.uk/publications

We make every effort to make sure that our services provide up-to-date, unbiased and accurate information. We hope that this will add to any professional advice you receive and will help you to make any decisions you may face. Please do continue to talk to your health and social care team if you are worried about any aspect of living with Parkinson's.

References for this information sheet can be found in the Microsoft Word version at **parkinsons.org.uk/publications**

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