

# The Talking Clock

## Introduction

The Talking Clock displays the time in an analog or digital format. It also announces the time whenever you choose the Say command.

You can set the time and whether or not the date and seconds appear. For the digital time, you can choose the font used and select the 12 or 24 hour format.

[Starting the Talking Clock](#)

[Positioning the Clock](#)

[Announcing the Time](#)

[Setting the Clock](#)

## **Starting the Talking Clock**

Open the Audio Applications group and double-click the Talking Clock icon. The Talking Clock window appears with the analog or digital time display.

## Positioning the Clock

As with most windows, you can size and move the Talking Clock window as you like. The System menu (the button in the top left corner of the window) provides two additional settings for positioning the Talking Clock:

- **Always On Top** displays the clock window or icon on top of other windows, even if they are selected.
- **Always Minimize** keeps the Talking Clock minimized to an icon, with the time and date visible.
  - To announce the time, double-click the Clock icon.
  - To display the Clock window again:
    1. Click the icon to open the System menu, then turn off **Always Minimize**.
    2. Open the System menu again and choose **Restore**.

## **Announcing the Time**

To announce the current time, click **Say** in the menu bar:

To announce the time by double-clicking the icon, turn on **Always Minimize** from the System menu. See [Positioning the Clock](#).

## Setting the Clock

Commands on the Settings menu regulate what appears in the Talking Clock.

To set the time:

1. From the Settings menu, choose **Set Time**.
2. In the dialog box, select the hour and minute and type new values, or use the up or down arrows to increase or decrease the number of hours and minutes.
3. Click the **OK** button.

To switch between the analog and digital display, choose **Analog** or **Digital** from the Settings menu.

To change the font used by the digital display:

1. From the Settings menu, set the display to **Digital**.
2. Choose **Set Font** from the Settings menu to display the Font dialog box.
3. Select a font from the list box.
4. Click the **OK** button.

To turn the seconds display on and off, choose **Seconds** from the Settings menu.

To turn the date display on and off, choose Date from the Settings menu.

To select the 12 hour or 24 hour digital display, choose **24 Hour Mode** or **12 Hour Mode** from the Settings menu.

