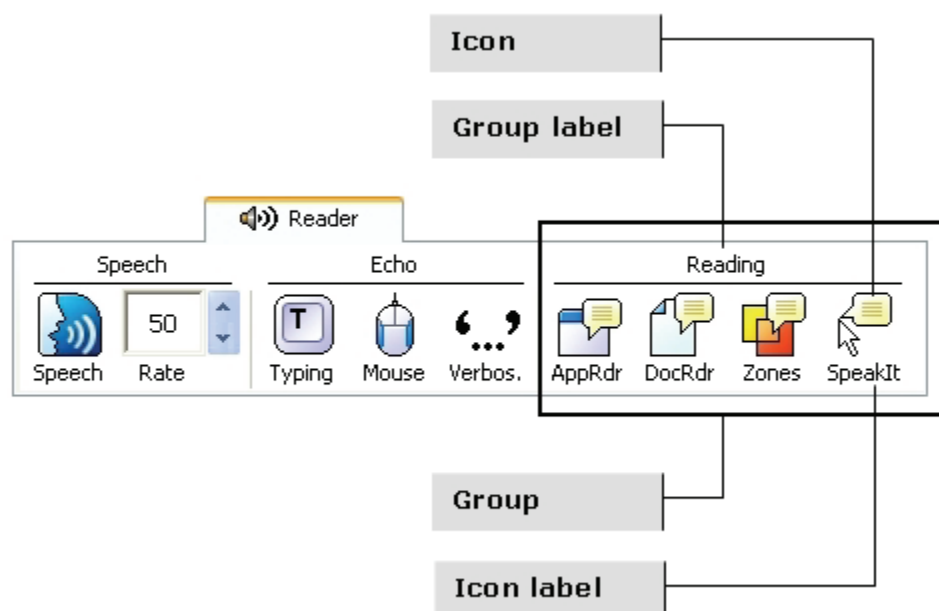


Screen Reading Features

This chapter describes ZoomText's screen reading features. These features are included in ZoomText *Magnifier/Reader* only.

The Reader Toolbar

The Reader toolbar provides quick access to ZoomText's screen reading features. Each toolbar button has an intuitive icon and label for easy identification. Many of these buttons have pop-up menus that provide fast access to the most important and frequently used settings. Related buttons are grouped together and the group is labeled with a clickable link that opens their associated dialog box.





Speech

Speech Turns speech output on and off, and allows you to quickly switch between recently used speech synthesizers.



Rate

Rate Controls how fast ZoomText speaks.



Typing

Typing Selects typing echo settings. Typing echo provides immediate feedback of the keys and words that you type. Settings are specified in the Typing Echo dialog box.



Mouse

Mouse Selects mouse echo settings. Mouse echo automatically reads text beneath the pointer. Settings are specified in the Mouse Echo dialog box.



Verbos.

Verbosity Selects a verbosity level. Verbosity allows you to adjust the amount of information spoken when a program item receives focus. Settings are specified in the Verbosity dialog box.



AppRdr

AppReader * Launches AppReader to read text from the last active application. AppReader provides continuous reading of documents, web pages and email, within the parent application.



DocRdr

DocReader * Launches DocReader to read text from the last active application. DocReader provides continuous reading of documents, web pages and email, in a special environment where text is reformatted for easier viewing.



Zones

Zones Allows you to create, edit and navigate reading zones. Reading zones let you instantly see and hear selected locations in an application window.



SpeakIt The SpeakIt tool allows you to read selected areas of the screen by clicking or dragging with the mouse. Any text that is visible on the screen can be spoken, even if it is outside the active program.

- * The AppReader and DocReader buttons gray out when the active application does not have text available for reading.

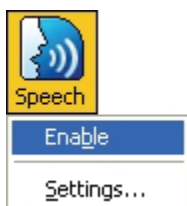
Speech Settings

Speech settings allow you to customize speech output to fit your needs. You can customize the screen reading voice (synthesizer settings), reading style (text processing), and activate audible cues (hints).

Turning Speech On and Off

You can turn speech output on and off without disabling the magnification features.

► To enable and disable speech



On the **Reader** toolbar, select **Speech ► Enable** (or **Disable**).

Hotkey: **ALT + SHIFT + S**

Note: AppReader, DocReader and the SpeakIt tool can still be used when speech is disabled.

There may be times when you want to terminate speech output while it is occurring. For example, when ZoomText is reading a message box that you are already familiar with. You can force ZoomText to stop speaking this text without turning speech off altogether.

► To terminate speech output as it occurs

Press and release the **CTRL** key.

The information that is currently being spoken is terminated.

Adjusting the Speech Rate

Speech rate allows you to control how fast ZoomText speaks in words per minute (SAPI 4 synthesizers) or in percentage of the synthesizer's range (SAPI 5 synthesizers).

► To adjust the speech rate



On the **Reader** toolbar, adjust the level in the **Rate** spinbox.

Hotkeys: Increase Speech Rate:
CTRL + NUMPAD PLUS
Decrease Speech Rate:
CTRL + NUMPAD MINUS

Note: The speech rate can also be adjusted in the **Speech Synthesizer** dialog box. For more information, see "Speech Settings - Synthesizer Settings" in this chapter.

A separate speech rate is available for AppReader and DocReader. This setting is located in the **Reading Options** dialog box. For more information, see "Reading Options" in this chapter.

Synthesizer Settings

Synthesizer settings let you customize the screen reading voice. You can select from a variety of male and female voices, and adjust their speaking rate, pitch and volume.

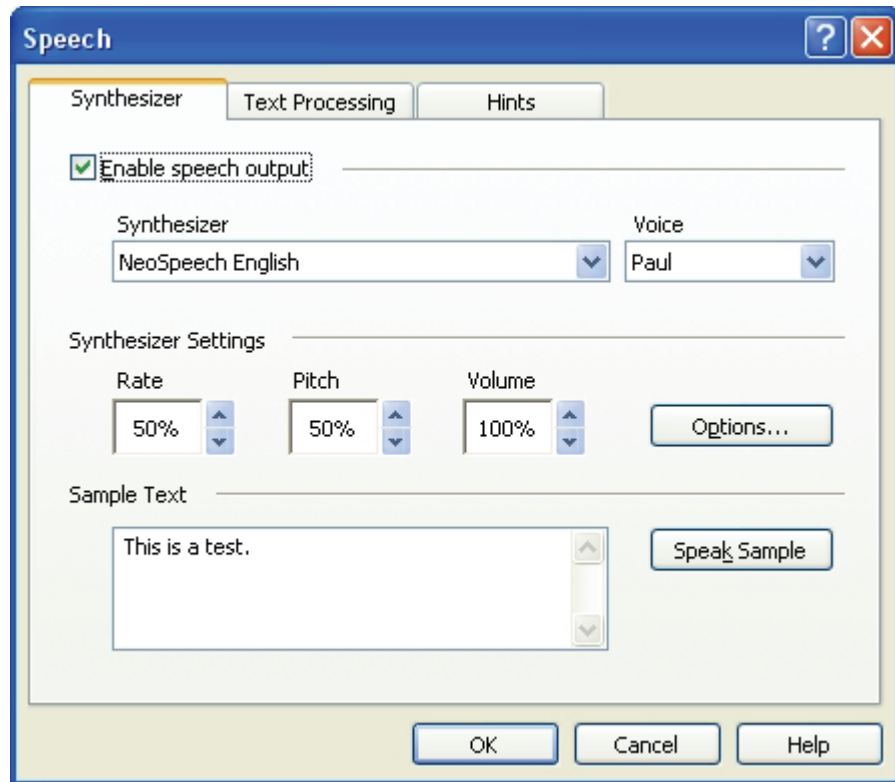
ZoomText comes with four speech synthesizers: NeoSpeech (English only), TruVoice, ViaVoice and Microsoft Speech. The ZoomText Setup program allows you to install any combination of these synthesizers. ZoomText also supports other SAPI 4 or SAPI 5 based synthesizers that have been installed on your system.

► To adjust the speech synthesizer settings

1. In the **R**eader menu, choose **S**ynthesizer...

The Speech dialog appears with the Synthesizer tab displayed.

2. Make sure the **E**nable speech output box is checked.
3. Choose a **S**ynthesizer and **V**oice, and then adjust the **R**ate, **P**itch and **V**olume as desired.
4. To preview the synthesizer settings, type some text in the **S**ample Text edit box, and then click **S**peak **S**ample.
5. Click the **O**K button.



Synthesizer tab

The following table describes the Synthesizer settings.

Setting	Description
<u>E</u> nable speech output	Enables or disables speech output for screen reading. Note: This setting cannot be adjusted when the Speech dialog is opened from the DocReader toolbar.
Synthesizer	Displays a list of speech synthesizers available on your system. Note: ZoomText supports SAPI 4 and SAPI 5 based speech synthesizers.

(Continued)

Voice	Displays a list of voices available in the selected synthesizer.
Rate	<p>Controls how fast ZoomText speaks. When using a SAPI 4 speech synthesizer, rate is represented in words per minute. When using a SAPI 5 speech synthesizer, rate is represented in percentage of the synthesizer's range, where 0% is the slowest rate and 100% is the fastest rate.</p> <p>A separate reading rate is available for AppReader and DocReader. * For more information, see "Reading Options" in this chapter.</p>
Pitch	<p>Selects the pitch of the current voice. Pitches range from 5% to 100%, in steps of 5%.</p>
Volume	<p>Selects the volume of the current voice. Volumes range from 5% to 100%, in steps of 5%.</p>
Options...	Displays optional settings for the selected speech synthesizer, including the synthesizer's pronunciation manager. If the speech device is not pronouncing a word properly, you can adjust the pronunciation by supplying the phonetic spelling.

(Continued)

Sample Text / Speak Sample	Allows you to test particular speech settings. Text can be typed into the Sample Text box and spoken by clicking the Speak Sample button. The current speech settings are used to speak the sample text, including settings in the Text Processing and Hints tabs.
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- * If AppReader and DocReader are set to use their own reading rate, this rate setting will be grayed out (disabled) when opening the Speech dialog from the DocReader toolbar.

Text Processing

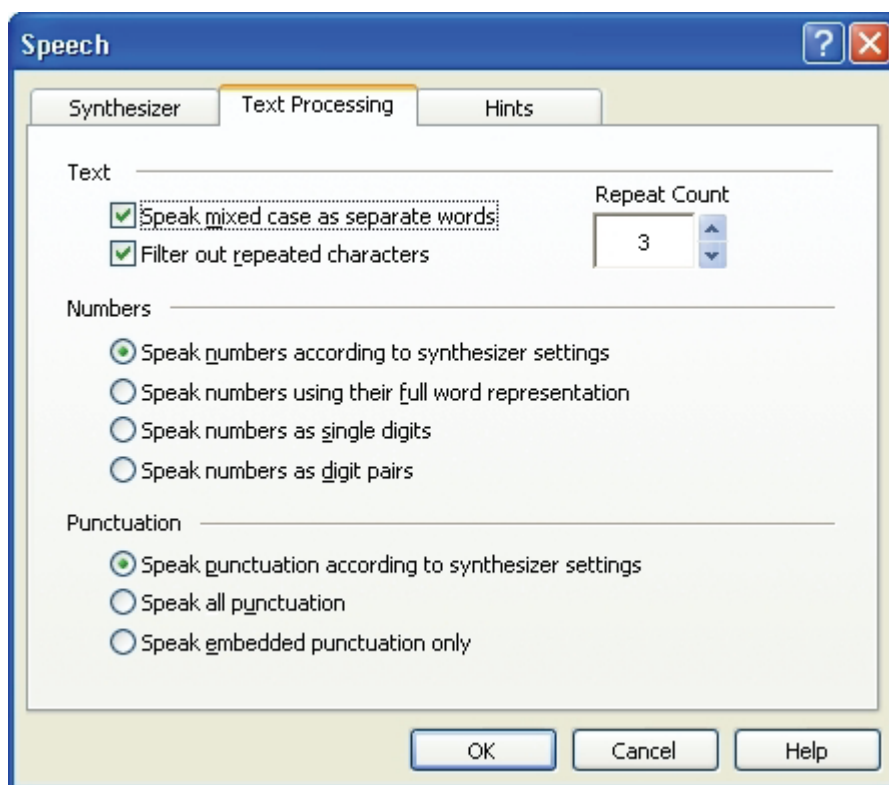
Text processing modifies how numbers, punctuations and mixed case words are spoken, so that they are pronounced in the proper context or desired format. With these settings you can create a reading style that clarifies complex words and numbers.

► To adjust the text processing options

1. In the **Reader** menu, choose **Text Processing...**

The Speech dialog appears with the Text Processing tab displayed.

2. Adjust the text processing options as desired.
3. Click the **OK** button.



Text Processing tab

The following table describes the Text Processing settings.

Setting	Description
Speak <u>m</u> ixed case as separate words	Breaks mixed case words into separate words for more accurate pronunciation by the speech synthesizer. For example, the word 'ZoomText' is broken apart and spoken as "Zoom Text".
Filter out <u>r</u> epeated characters	Limits the number of times that repeated characters are spoken. This is useful when encountering a string of repeated characters used in formatting.
Repeat Count	Sets the maximum number of times a repeated character is spoken. The repeat count range is from 2 to 10.
Speak <u>n</u> umbers according to synthesizer settings	Numbers are spoken according to the synthesizer's built in settings.
Speak numbers using their <u>f</u> ull word representation	Numbers are spoken using their full-word representation. For example, the number '1995' is spoken "one thousand nine hundred and ninety five".
Speak numbers as <u>s</u> ingle digits	Numbers are spoken as individual digits. For example, the number '1995' is spoken "one nine nine five".

(Continued)

Speak numbers as <u>d</u> igit pairs	Numbers are spoken as digit pairs. For example, the number '1995' is spoken "nineteen ninety five".
Speak <u>p</u> unctuation according to synthesizer settings	Punctuation characters are spoken according to the synthesizer's built in settings.
Speak all <u>p</u> unctuation	All punctuation characters are spoken.
Speak <u>e</u> mbbed punctuation only	Only punctuation characters embedded within words are spoken. For example, sales@aisquared.com is spoken "sales at Ai Squared dot com".

Hints

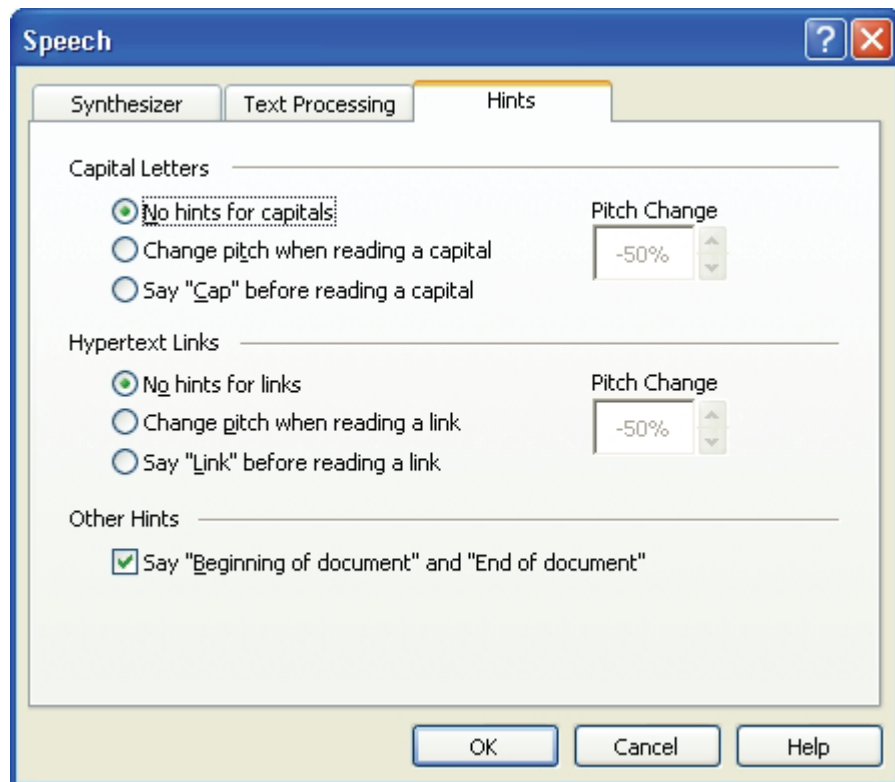
Hints provide audible cues when you encounter capital letters, hypertext links, or the start or end of a document. Hints can be heard as a momentary pitch change while the item is read or a verbal announcement such as "Cap" or "Link" prior to the item being read.

► To adjust the hints options

1. In the **Reader** menu, choose **Hints...**

The Speech dialog appears with the Hints tab displayed.

2. Adjust the Hints options as desired.
3. Click the **OK** button.



Hints tab

The following table describes the Hints settings.

Setting	Description
<u>N</u> o hints for capitals	No hint is applied when a capital letter is read.
Change <u>p</u> itch when reading a capital	The synthesizer pitch is changed when a capital letter is read.
Say " <u>C</u> ap" before reading a capital	The word "cap" is spoken before a capital letter is read.
Pitch Change (Capital Letters)	A percentage change to the voice pitch occurs when a capital letter is read. Pitch change ranges from -50% to +50% in steps of 10%.
<u>N</u> o hints for links	No hint is applied when a hypertext link is read.
Change <u>p</u> itch when reading a link	The synthesizer pitch is changed when a hypertext link is read.
Say " <u>L</u> ink" before a link is read	The word "link" is spoken when a hypertext link is read.
Pitch Change (Hypertext Links)	A percentage change to the voice pitch occurs when a hypertext link is read. Pitch change ranges from -50% to +50% in steps of 10%.

(Continued)

<p>Say "<u>B</u>eginning of document" and "End of document"</p>	<p>The words "beginning of document" and "end of document" are spoken when navigating to the beginning or end of a document in AppReader and DocReader.</p>
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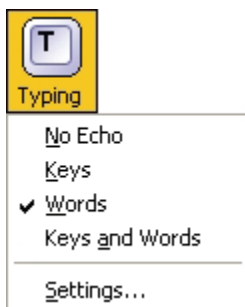
Echo Settings

Echo settings control how ZoomText speaks as you type, use the mouse, and navigate Microsoft Windows and your applications. These settings allow you to fine-tune the amount of information spoken according to your personal needs.

Typing Echo

Typing echo allows you to hear the keys and words that you type. You can choose to have individual keys, words, or both keys and words spoken. Typed words are spoken upon completion (as soon as you type a space or punctuation character). Additional typing echo options also allow you to select which keys are spoken – all keys or selected groups of keys.

► To enable typing echo



On the **Reader** toolbar, select **Typing**, and then select the desired typing echo mode.

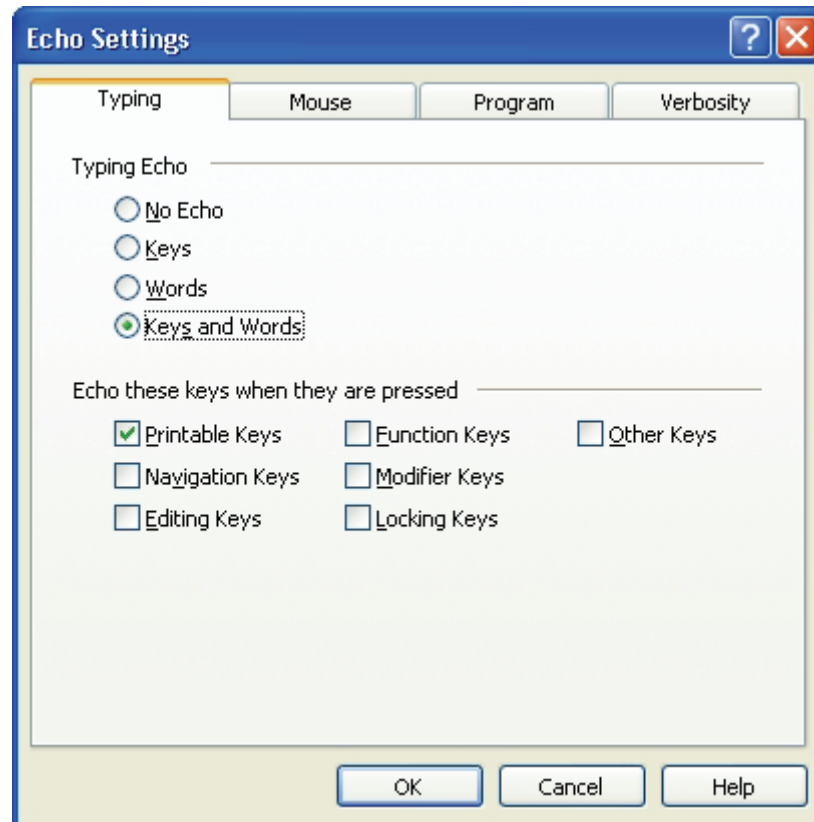
Hotkey: **ALT + SHIFT + T**
Cycles through the typing echo modes.

► To adjust the typing echo options

1. In the **Reader** menu, choose **Typing Echo...**

The Echo Settings dialog appears with the Typing tab displayed.

2. Adjust the typing echo options as desired.
3. Click the **OK** button.

*Typing tab*

The following table describes the Typing Echo settings.

Setting	Description
<u>N</u> o Echo	Turns off typing echo.
<u>K</u> ey	Activates typing echo by keystroke. You can select which keys are echoed using the settings under Echo these keys when they are pressed .
<u>W</u> ord	Activates typing echo by word. Echoing occurs only when a completed word appears on the screen.

(Continued)

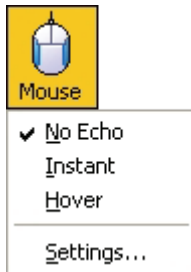
<u>K</u> ey <u>s</u> and Words	Activates typing echo by keystroke and by word.
<u>P</u> rintable Keys	Echoes all printable characters: letters, numbers and symbols.
<u>N</u> avigation Keys	Echoes navigation keys: arrows, Home , End , Page Up and Page Down .
<u>E</u> ding Keys	Echoes text-editing keys: Space , Tab , Backspace , Insert , Delete , Escape and Enter .
<u>F</u> unction Keys	Echoes the function keys: F1 through F12 .
<u>M</u> odifier Keys	Echoes the modifier keys: ALT , CTRL , SHIFT and the Windows key.
<u>L</u> ocking Keys	Echoes the locking keys and their state: Caps Lock , Num Lock , and Scroll Lock .
<u>O</u> ther Keys	Echoes miscellaneous keys: Pause , Print Screen and the Application Key.

Note: Selections under **Echo these keys...** are only available when typing echo is set to **Keys** or **Keys and Words**.

Mouse Echo

Mouse echo automatically reads text beneath the pointer. As you move the pointer across the screen, single words or complete lines of text are echoed instantly or after hovering briefly.

► To enable mouse echo



On the **Reader** toolbar, select **Mouse**, and then select the desired mouse echo mode.

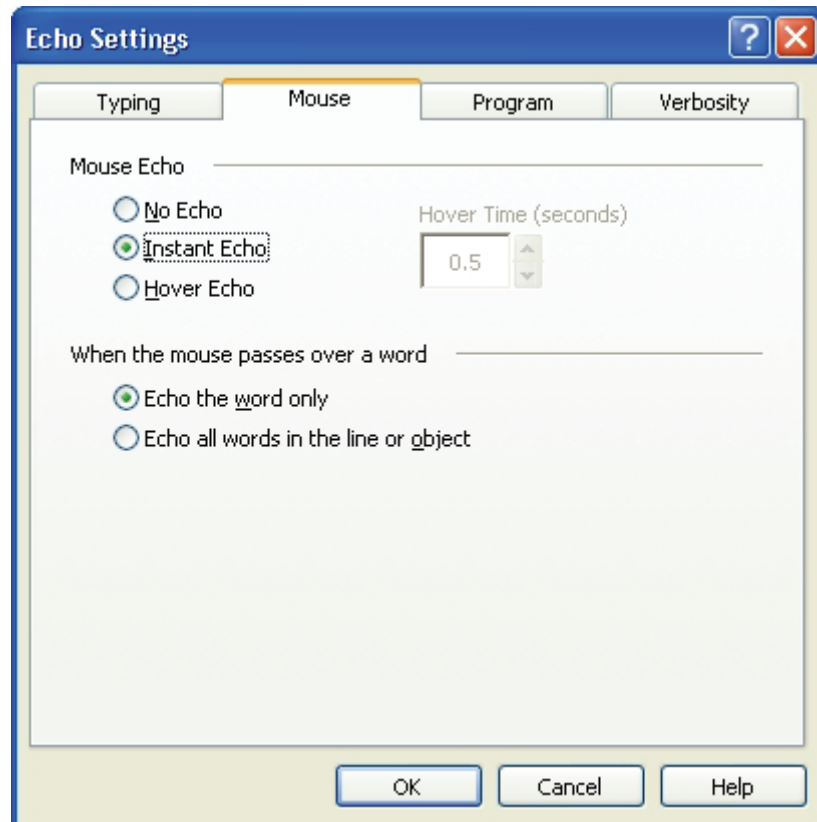
Hotkey: **ALT + SHIFT + M**
Cycles through the mouse echo modes.

► To adjust the mouse echo options

1. In the **Reader** menu, choose **Mouse Echo...**

The Echo Settings dialog appears with the Mouse tab displayed.

2. Adjust the mouse echo options as desired.
3. Click the **OK** button.



Mouse tab

The following table describes the Mouse Echo settings.

Setting	Description
<u>N</u> o Echo	Turns off mouse echo.
<u>I</u> ntant Echo	Enables instant mouse echo. Words are spoken immediately when the mouse pointer is moved over them.
<u>H</u> over Echo	Enables delayed mouse echo. Words are spoken after the mouse pointer hovers over them for the selected hover time.

(Continued)

Hover Time (seconds)	The amount of time in seconds that the mouse pointer must hover over an object before it is spoken. This setting applies to <u>H</u>over Echo only.
Echo the <u>w</u> ord only	Only the word beneath the mouse pointer is echoed.
Echo all words in the line or <u>o</u> bject	When the mouse pointer moves into a new line of text or over a new object, all words in the line or object are spoken. Objects include: title bars, menu items, dialog controls, desktop icons and task bar buttons.

Note: When using mouse echo, holding down the **SHIFT** key toggles the echo mode from **Echo the word only** to **Echo all words in the line or object** (or vice-versa).

Program Echo

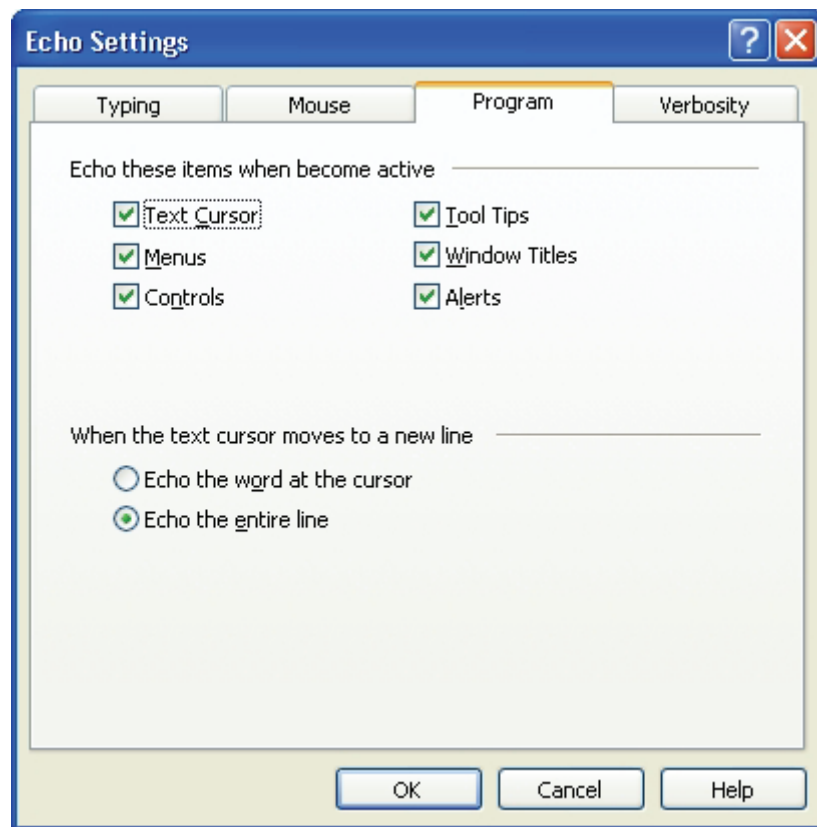
Program echo determines what items are spoken as you navigate and use your applications. These items include: window titles, menus, dialogs, list views, tree views, and text that the cursor moves through. The amount of detail that is spoken for these items can be adjusted using the Verbosity Settings. For more information, see "Echo Settings - Verbosity" in this chapter.

► **To adjust the program echo options**

1. In the **Reader** menu, choose **Program Echo...**

The Echo Settings dialog appears with the Program tab displayed.

2. Adjust the program echo options as desired.
3. Click the **OK** button.



Program tab

The following table describes the Program Echo settings.

Setting	Description
Text <u>C</u> ursor	When the text cursor moves, text at the new cursor location is spoken. The amount of text that is spoken is in accordance with how far the cursor has moved (by character, word, line, sentence or paragraph).
<u>M</u> enus	When you pull down a menu, its title is spoken followed by each menu item that becomes highlighted.
Con <u>t</u> rols	As you navigate through dialog boxes, tree views and list views, each item is spoken as it becomes highlighted or selected.
T <u>o</u> ol Tips	When a tool tip appears, it is spoken.
W <u>i</u> ndow Titles	When a window becomes active, the contents of its title bar are spoken.
A <u>l</u> erts	When a popup appears, it is spoken.
Echo the w <u>o</u> rd at the cursor	When the text cursor moves to a new line, the word at the new cursor location is spoken.
Echo the <u>e</u> ntire line	When the text cursor moves to a new line, the entire line is spoken.

Verbosity

Verbosity allows you to adjust the amount of information spoken about program controls when they become active or highlighted. Program controls include: application and document windows, menus, dialogs, buttons, icons, and more.

Three verbosity levels – Beginner, Intermediate and Expert – allow you to quickly increase or decrease the verbosity. Beginner verbosity provides more information, while Expert verbosity provides less information. Each of these verbosity levels can be fully customized according to your personal needs.

► To select a verbosity level



On the **Reader** toolbar, select **Verbosity**, and then select the desired verbosity level.

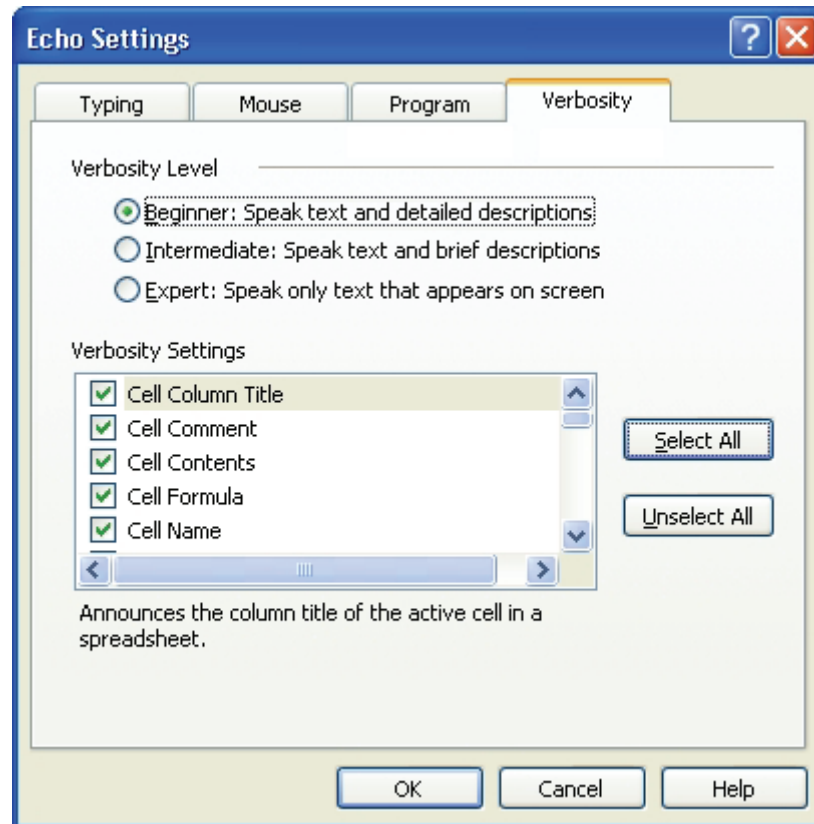
Hotkey: **ALT + SHIFT + V**
Cycles through the verbosity levels.

► To adjust the verbosity options

1. In the **Reader** menu, choose **Verbosity...**

The Echo Settings dialog appears with the Verbosity tab displayed.

2. Adjust the verbosity options as desired.
3. Click the **OK** button.



Verbosity tab

The following table describes the Verbosity settings.

Setting	Description
<u>B</u> eginner	Selects beginner level verbosity settings. Displayed text is spoken along with complete details about the object.
<u>I</u> ntermediate	Selects intermediate level verbosity settings. Displayed text is spoken along with basic details about the object.
<u>E</u> xpert	Selects expert level verbosity settings. Displayed text is spoken along with minimal details about the object.
Verbosity Settings	A list of checkboxes that define the verbosity levels. The displayed settings reflect the current verbosity level and automatically update when a different verbosity level is selected.
<u>S</u> elect All	Checks all items in the Verbosity Settings listbox.
<u>U</u> nselect All	Un-checks all items in the Verbosity Settings listbox.

Verbosity Settings	Description
Alerts	Announces the text within alerts when they are displayed.
Cell Column Title *	Announces the column title of the active cell in a spreadsheet.
Cell Comment *	Announces the comments associated with the active cell in a spreadsheet.
Cell Contents	Announces the contents of the active cell in a spreadsheet.
Cell Formula	Announces the formula for the active cell in a spreadsheet.
Cell Name	Announces the name of the active cell in a spreadsheet, such as "A1."
Cell Row Title *	Announces the row title of the active cell in a spreadsheet.
Control Accelerator	Announces the accelerator key for the active control (the underlined character in the control's label).
Control Name	Announces the name of the active control.
Control State	Announces the state of the active control, such as "checked" and "disabled."

(Continued)

Control Type	Announces the type of the active control, such as "button" or "checkbox."
Control Value	Announces the current value of the active control, such as the number displayed in a spinbox, or text in an edit box.
Dialog Tab	Announces the title of the active dialog tab.
Group Name	Announces the name of a control group when it receives focus. By default, the group name is only announced when navigating into the group, and not repeated while navigating within the group. To have the group name repeated while navigating within the group, select (check) the Repeat Group Name verbosity setting.
Item Number	Announces the item number of the selected item in a list control, and the total number of items in the list. For example, "item 5 of 10."
Item State	Announces the item state of the selected item in a list control, such as "checked" or "grayed."

(Continued)

List View Labels	Announces the data field names for the selected item in a list view control. This information is not spoken when List View Data (verbosity setting) is disabled.
List View Data	Announces the data for a selected item in a list view control.
Menu Item Accelerator	Announces the accelerator key for the selected menu item (the underlined character in the menu item name).
Menu Open	Announces the opening of a menu, such as "File menu open."
Menu Item Shortcut	Announces the shortcut key for a menu item, such as "Ctrl + S."
Menu Item State	Announces the state of a menu item, such as "checked" and/or "disabled".
Message Text	Announces the text of a message box when opened.
Repeat Group Name	Repeats a control groups name while navigating to a new control within the group. Note: This overrides the Group Name setting.

(Continued)

Sheet Tab *	Announces the name of a spreadsheet tab when initially selected.
Table Entry	Announces table entry and exit.
Tool Tips	Announces the text within tool tips when they are displayed.
Tree Level	Announces changes in tree level (such as "level 3") when navigating a file tree in Windows Explorer and other applications.
Window Title	Announces the title of a window when it is activated.
Window Type	Announces the type of a window when it is activated. For example: "application window" or "dialog window."
ZoomText Hotkey	Announces the command initiated by a ZoomText hotkey when the hotkey is pressed.
ZoomText Setting	Announces the new value of a ZoomText setting when it is changed by a hotkey.

* These items are only recognized in Microsoft Excel 2000 and later.

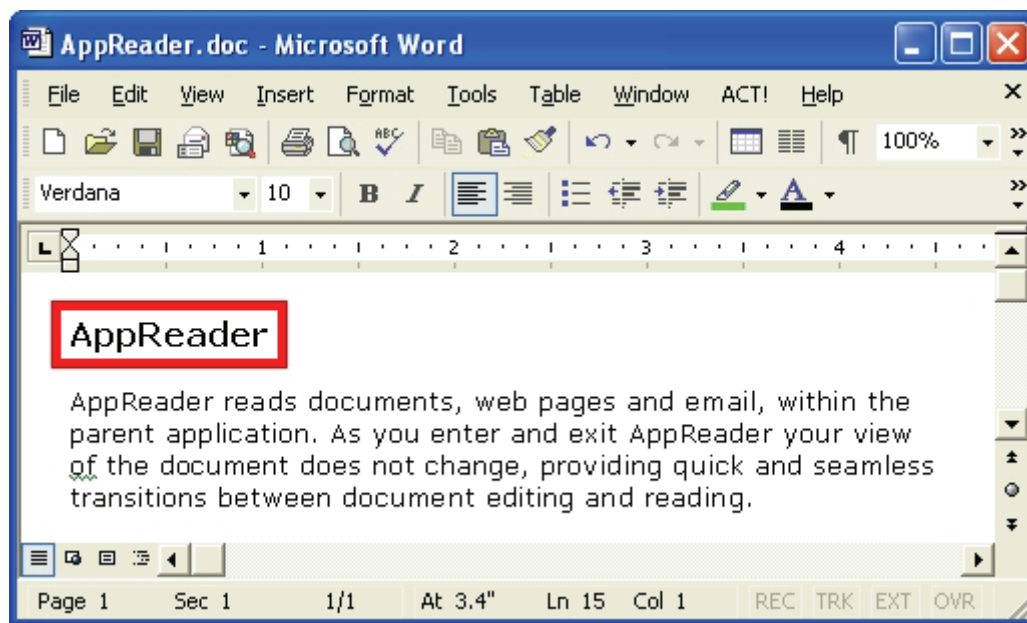
Reading Tools

ZoomText offers a variety of tools for quick and easy reading of documents, web pages and email. Each of these tools has unique characteristics that lend themselves to particular reading tasks. We recommend that you familiarize yourself with each of these tools so that you can achieve maximum reading efficiency.

AppReader

AppReader reads documents, web pages and email, within the parent application. As you enter and exit AppReader your view of the document does not change, providing quick and seamless transitions between document editing and reading.

AppReader can automatically read through the entire document, or you can manually read by word, line, sentence or paragraph. As reading occurs, each spoken word is highlighted. AppReader settings allow you to customize the appearance of word highlighting, including the highlight shape, size, color and transparency level.



AppReader word highlighting in Microsoft Word

► To start and operate AppReader



1. Open the document, web page or email that you wish to read.
2. On the **Reader** toolbar, select **AppRdr**.

AppReader begins reading from the current text cursor position. If a text cursor does not exist, AppReader starts in paused mode, with the first word in the magnified view (from the top-left corner).

Hotkey: **ALT + SHIFT + A**

Note: The AppReader button is disabled (grayed out) when the last active application does not contain readable text.

3. To start and stop automatic reading, press **ENTER** or click the mouse.

When using the mouse, you can resume reading from a new location by clicking on the word where you wish to begin reading.

4. To read manually by word, line, sentence and paragraph, use the AppReader navigation commands (see "AppReader Commands" in this chapter).
5. To exit AppReader, right-click or press **ESC**.

When AppReader exits, the cursor is automatically positioned at the last word that was highlighted in AppReader (if a cursor exists in the application).

AppReader Settings

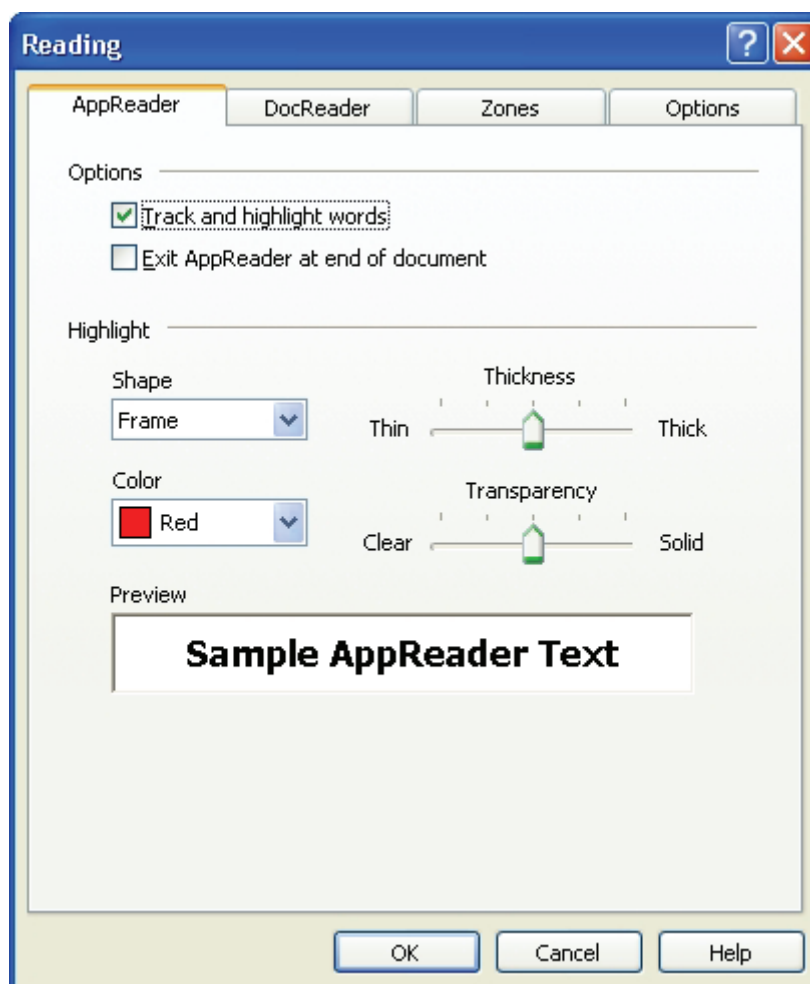
The AppReader settings allow you to customize the appearance of word highlighting in AppReader, including the highlight shape, color, and transparency level.

► To adjust the AppReader settings

1. In the **Reader** menu, choose **AppReader...**

The Reading dialog appears with the AppReader tab displayed.

2. Adjust the AppReader settings as desired.
3. Select the **OK** button.



AppReader tab

The following table describes the AppReader settings.

Setting	Description
<u>T</u> rack and highlight words	Enables tracking and highlighting of words when AppReader is reading.
<u>E</u> xit AppReader at end of document	When enabled, AppReader will automatically exit after reading to the end of the document. Note: AppReader will not automatically exit when manually navigating to the end of a document.
Shape	Sets the shape used to highlight words: Block, Underline, Frame, or Wedge.
Color	Sets the highlight color.
Thickness	Sets the thickness of the highlight shape.
Transparency	Sets the transparency of the highlight. Note: This setting is not available when the highlight color is set to 'Invert.'
Preview	Displays sample text with a preview of the selected highlight settings.

AppReader Hotkeys

General Commands	Keys
AppReader	ALT + SHIFT + A
Toggle Reading (Play/Pause)	ENTER
Increase Magnification	ALT + NUMPAD PLUS
Decrease Magnification	ALT + NUMPAD MINUS
Increase Reading Rate	CTRL + NUMPAD PLUS
Decrease Reading Rate	CTRL + NUMPAD MINUS
Quiet	CTRL
Exit	ESC

Navigation Commands	Keys
Say Previous Word	CTRL + LEFT, or LEFT
Say Current Word *	CTRL + NUMPAD 5, or SPACEBAR
Say Next Word	CTRL + RIGHT, or RIGHT
Say Word Above	UP
Say Word Below	DOWN

(Continued)

Say Previous Sentence	CTRL + ALT + LEFT
Say Current Sentence	CTRL + ALT + NUMPAD 5
Say Next Sentence	CTRL + ALT + RIGHT
Say Previous Paragraph	CTRL + UP
Say Current Paragraph	CTRL + SHIFT + NUMPAD 5
Say Next Paragraph	CTRL + DOWN
Say First Word On Line	HOME
Say Last Word On Line	END
Previous Page	PAGE UP
Next Page	PAGE DOWN
Beginning of Document	CTRL + HOME
End of Document	CTRL + END
Next Link	TAB
Previous Link	SHIFT + TAB
Execute Link	CTRL + ENTER

* Repeated presses of the Say Current Word command provides the following behavior:

- First press: speaks the word
- Second press: spells the word
- Third press: spells the word phonetically ("Alpha, Bravo, Charlie, ...")

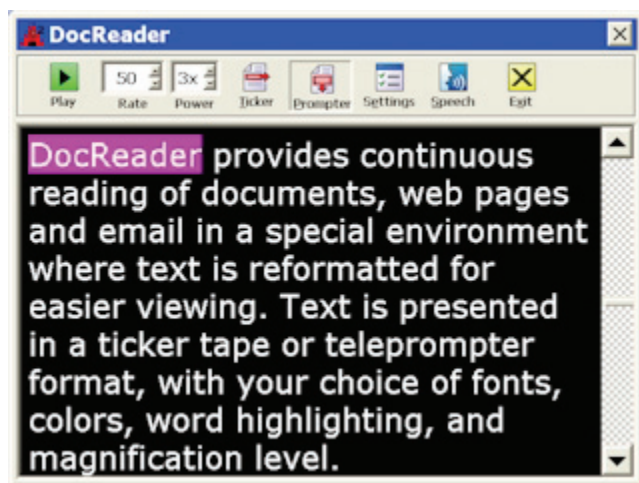
Note: Repeated presses must occur within two seconds.

DocReader

DocReader reads documents, web pages and email, in a special environment where text is reformatted for easier viewing. Text is presented in a single line (Ticker) or wrapped lines (Prompter), with your choice of fonts, colors, word highlighting, and magnification level.

DocReader can automatically read through an entire document, or you can manually read by word, line, sentence or paragraph. As reading occurs, each spoken word is highlighted.

The DocReader screen occupies the entire display with a toolbar at the top of the screen and the document text below it. The document text is formatted and displayed according to the current DocReader settings.



Prompter mode



Ticker mode

► **To start and operate DocReader**



1. Open the document, web page or email that you wish to read.
2. On ZoomText's **Reader** toolbar, select **DocRdr**.

The DocReader screen appears with text from the source document. If the source document contains an active text cursor, the word at the cursor position is highlighted in the DocReader display. Otherwise, the first word in the DocReader display is highlighted.

Hotkey: **ALT + SHIFT + D**

Note: The DocReader button is disabled (grayed out) when the last active application does not contain readable text.

3. To start and stop reading, click the **Play/Pause** button or press **ENTER**.

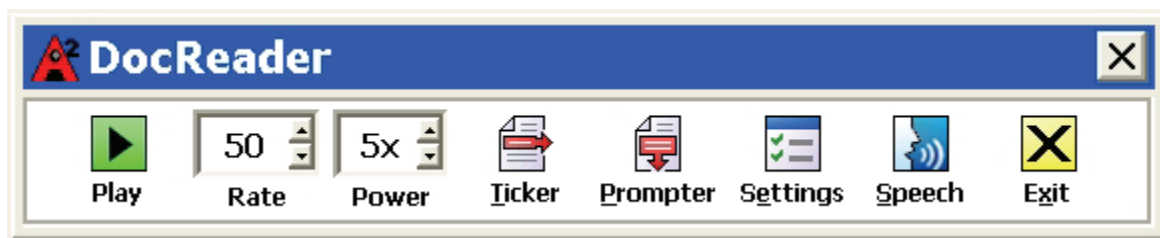
While paused, you can click any word to set a new location to read from. You can also perform repeated clicks on a word to speak, spell, and then phonetically spell the word (repeated clicks must occur within two seconds).

4. To read manually by word, line, sentence and paragraph, use the DocReader navigation commands (see "DocReader Commands" in this chapter).
5. To exit DocReader, right-click or press **ESC**.

When DocReader exits, the text cursor is automatically positioned at the last word that was highlighted in DocReader (if a cursor exists).

The DocReader Toolbar

The DocReader toolbar provides the essential controls for operating DocReader, and provides access to dialogs for configuring the DocReader display.



DocReader toolbar



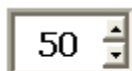
Play

Play/Pause Starts and stops reading at the highlighted word. When Play mode is executed, the Pause button appears on the toolbar.



Pause

Shortcut Key: **ENTER**



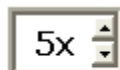
Rate

Rate Controls how fast DocReader speaks – in words per minute (SAPI 4 synthesizers) or in percentage of the synthesizer's range (SAPI 5 synthesizers). This setting also controls the reading rate for AppReader.

Hotkeys:

Increase speed: **CTRL + NUMPAD PLUS**

Decrease speed: **CTRL + NUMPAD MINUS**



Power

Power Sets the magnification level used by DocReader, from 1x to 36x in steps of 1x.

Hotkeys:

Increase magnification: **ALT + NUMPAD PLUS**

Decrease magnification: **ALT + NUMPAD MINUS**

**Ticker**

Ticker Displays a single line of text, with a 1x view of the captured document. When reading, text scrolls horizontally like a ticker tape.

Shortcut Key: **T**

**Prompter**

Prompter Displays multiple wrapped lines of text that do not exceed the width of the DocReader screen. When reading, text scrolls vertically like a teleprompter.

Shortcut Key: **P**

**Settings**

Settings Opens the Reading dialog box to change the DocReader settings.

Shortcut Key: **E**

**Speech**

Speech Opens the Speech dialog box to change the speech settings.

Shortcut Key: **S**

**Exit**

Exit Exits DocReader and activates the source application. The application's cursor (if exists) is positioned at the last spoken word.

Shortcut Keys: **X** or **ESC**

DocReader Settings

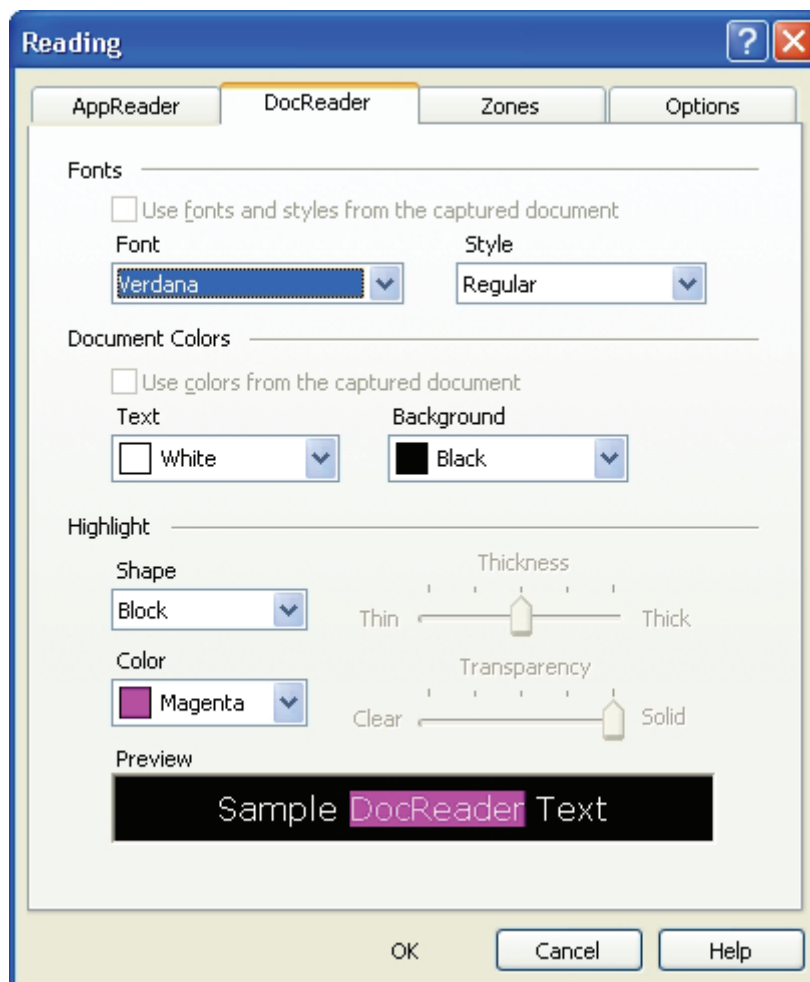
The DocReader settings allow you to customize the appearance of text and word highlighting in the DocReader environment.

► To adjust the DocReader settings

1. In the **Reader** menu, choose **DocReader...**

The Reading dialog appears with the DocReader tab displayed.

2. Adjust the DocReader settings as desired.
3. Select the **OK** button.



DocReader tab

The following table describes the DocReader settings.

Setting	Description
Use <u>f</u> onts and styles from the captured document ¹	When selected, the font types and styles used in the captured document are preserved.
Font ²	Sets the font type that the captured document will be displayed in, such as Arial, Tahoma, or Verdana.
Style ²	Sets the font style that the captured document will be displayed in, such as Regular, Bold or Italic.
Use <u>c</u> olors from captured document ¹	When selected, text colors used in the captured document are preserved.
Text ³	Selects the text color that the captured document will be displayed in. The text and background cannot be set to the same color.
Background ³	Selects the background color for the DocReader screen. The text and background cannot be set to the same color.
Shape	Selects the shape used for word highlighting: Block, Underline, Frame, or Wedge.

(Continued)

Color	Sets the color of the word highlight.
Thickness ^{1, 4}	Sets the thickness of the word highlight.
Transparency ⁴	Sets the transparency of the word highlight.
Preview	Displays sample text using the selected font, color and highlight settings.

- ¹ This setting is not available when highlight **shape** is set to 'Block'.
- ² This setting is not available when **Use fonts and styles...** is selected.
- ³ This setting is not available when **Use colors from the captured document** is selected.
- ⁴ This setting is not available when highlight **shape** is set to 'Block' or highlight **color** is set to 'Invert'.

Note: Additional settings for DocReader are available in the Options tab of the Reading dialog (see "Reader Options" in this chapter).

DocReader Hotkeys

General Commands	Keys
DocReader	ALT + SHIFT + D
Toggle Reading (Play/Pause)	ENTER
Increase Magnification	ALT + NUMPAD PLUS
Decrease Magnification	ALT + NUMPAD MINUS
Increase Reading Rate	CTRL + NUMPAD PLUS
Decrease Reading Rate	CTRL + NUMPAD MINUS
Quiet	CTRL
Exit	ESC

Navigation Commands	Keys
Say Previous Word	CTRL + LEFT, or LEFT
Say Current Word *	CTRL + NUMPAD 5, or SPACEBAR
Say Next Word	CTRL + RIGHT, or RIGHT
Say Word Above	UP
Say Word Below	DOWN
Say Previous Sentence	CTRL + ALT + LEFT
Say Current Sentence	CTRL + ALT + NUMPAD 5
Say Next Sentence	CTRL + ALT + RIGHT

(Continued)

Say Previous Paragraph	CTRL + UP
Say Current Paragraph	CTRL + SHIFT + NUMPAD 5
Say Next Paragraph	CTRL + DOWN
Say First Word On Line	HOME
Say Last Word On Line	END
Previous Page	PAGE UP
Next Page	PAGE DOWN
Beginning of Document	CTRL + HOME
End of Document	CTRL + END
Next Link	TAB
Previous Link	SHIFT + TAB
Execute Link	CTRL + ENTER

* Repeated presses of the Say Current Word command provides the following behavior:

- First press: speaks the word
- Second press: spells the word
- Third press: spells the word phonetically ("Alpha, Bravo, Charlie, ...")

Note: Repeated presses must occur within two seconds.

Reading Zones

Reading zones let you instantly see and hear selected locations in an application window. For example, your database application may display a dozen or more fields of information. In your normal work flow you may be interested in only a few of these fields. With reading zones, you can instantly see and/or hear these select fields with the press of a hotkey.

You can create up to 10 reading zones for each of your applications. As you open and switch applications, zones defined for the active application are automatically loaded and ready to use.

Reading Zones Toolbar

The Reading Zones toolbar appears over the active reading zone whenever you access reading zones. The toolbar provides controls for navigating and reading the defined zones.



*Reading Zones toolbar:
Edit and Navigate modes*



*Reading Zones toolbar:
Trigger mode*



Play/Pause/Stop Starts and stops reading. When Play mode is executed, the Pause or Stop button appears on the toolbar (according to the mode that is active). The Pause button appears in Trigger and Navigate modes where you can pause and restart reading at the highlighted word. The Stop button appears in Edit mode where reading always restarts at the first word in the zone.



Shortcut Key: **ENTER**



Previous Activates the previous reading zone.

Shortcut Key: **SHIFT + TAB**

Note: This button does not appear in 'Trigger' mode.



Next Activates the next reading zone.

Shortcut Key: **TAB**

Note: This button does not appear in 'Trigger' mode.



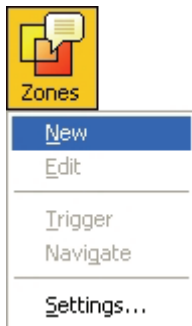
Close Exits the Reading Zone mode.

Shortcut Key: **ESC**

Creating, Editing and Deleting Reading Zones

Creating a new reading zone is a straightforward process. For most new zones, you simply define the zone area, type in a descriptive zone name, and choose to have the zone displayed, spoken or both. You can always edit or delete the zone later, so there's no need to worry about mistakes.

► To create a reading zone



1. Open the application in which you want to create a reading zone. Make sure the desired application tab, view or window is displayed.
2. Switch to the ZoomText user interface.
3. On the **Reader** toolbar, select **Zones** ► **New**.

The New Zone Tool becomes active and all existing zones for the active application are displayed.

Hotkey: **CTRL + ALT + Z**

4. Move the mouse pointer to scroll the new zone area into view.
5. Hold down the left button, drag the selection rectangle over the desired zone area and release the button.

When you complete the drag (release the mouse button) the Reading Zones dialog appears. This dialog allows you to name the zone and select zone options. For information on the Reading Zones dialog, see "Reading Zones Settings" in this chapter.

6. In the **Zone Name** box, type a descriptive name for the new zone.

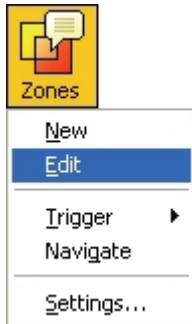
When you navigate to the next dialog control, the new zone name will appear in the Zones list.

7. Under **Zone is relative to**, select the zone's relative position within the application window.
8. Under **Zone Actions**, select the desired options.
9. To test the new zone, click **Ttrigger**.

The Reading Zones dialog is temporarily hidden while the zone is displayed and/or spoken according to the selected settings.

10. To create additional zones, click **New Zone** and repeat steps 4 through 9.
11. When you're finished creating and editing zones, click the **OK** button.

► To edit a reading zone



1. Open the application that contains the reading zone that you want to edit.
2. Switch to the ZoomText user interface.
3. On the **Reader** toolbar, select **Zones ► Edit**.

The Edit Zones Tool becomes active and all existing zones for the active application are displayed. The Reading Zones toolbar appears over the active zone.

Hotkey: **CTRL + ALT + E**

4. Move the mouse pointer to scroll the desired zone into view, or click the **Next** or **Previous** buttons on the Reading Zones toolbar.
- Note:** The Next and Previous buttons are grayed if only one zone has been defined.
5. Click inside the zone to activate the sizing handles and toolbar.
 6. To size the zone, drag any handle.
 7. To move the zone, drag inside the zone frame.
 8. To test reading of the zone, click the **Play** button.
 9. To move to another zone, press the number of the desired zone, or click the **Next** or **Previous** buttons.
 10. To edit another zone, repeat steps 4 through 8.
 11. To exit the Edit Zones tool, right-click or press **ESC**.

► To delete a reading zone



1. On the **Reader** toolbar, select **Zones ► Settings...**

The Reading Zones dialog appears.

2. In the **Show zones defined for** combo box, select the application that contains the zone you wish to delete.

The Zones list updates to display zones associated with the selected application.

3. In the **Zones** listbox, select the zone you wish to delete.

4. Click the **Delete** button.

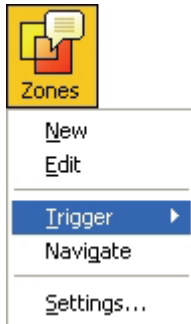
The deleted zone is removed from the Zones list.

5. To delete another zone, repeat steps 2 through 4.
6. When you're finished deleting zones, click the **OK** button.

Using Reading Zones

Once you've created reading zones for an application, you can use them any time the application is active. You can trigger a single zone at a time (via menu or hotkey), or enter a mode that allows you to navigate through all of the reading zones.

► To trigger a specific reading zone



1. Open the application that contains the reading zones you want to trigger.
2. On the **Reader** toolbar, select **Zones** ► **Trigger**, then select the desired reading zone.

The selected reading zone is displayed and/or spoken according to the zone settings.

Hotkey: **CTRL + ALT + {reading zone number}**

Each applications set of reading zones are numbered 1 through 10. Reading zone hotkeys correspond to these numbers. For example, the hotkey for reading zone 1 is CTRL + ALT + 1, reading zone 2 is CTRL + ALT + 2, and so on.

Note: The hotkey for reading zone 10 is CTRL + ALT + 0.

You can also trigger reading zones using the following methods:

- Press the **List Reading Zones** hotkey: **CTRL + ALT + L**, then select the desired zone from the menu.
- Use the **Next** and **Previous** Reading Zone hotkeys:

To trigger...	Press
Next Reading Zone	CTRL + ALT + N
Previous Reading Zone	CTRL + ALT + P

► To navigate through all reading zones



1. Open the application that contains the reading zones you want to navigate.
2. On the **Reader** toolbar, select **Zones ► Navigate**.

Navigate Mode becomes active and the Reading Zones toolbar appears over the first active zone. The zone name and number are spoken.

Hotkey: CTRL + ALT + V

3. To start and stop reading of the zone, click the **Play/Pause** button.
Note: The **Play/Pause** button is disabled (grayed-out) when navigating to non-spoken zones.
4. To navigate to another zone, click the **Next** and **Previous** buttons.
5. To exit Navigate Mode, click the **Exit** button on the Navigate toolbar. You can also exit by right-clicking or pressing **ESC**.

Reading Zones Settings

The Reading Zones settings allow you to create, examine and edit reading zones. When activated, the Reading Zones dialog displays a list of zones that have been defined in the current application. By selecting a zone in the Zones list, you can modify its settings, trigger the zone, or delete the zone. You can also create new zones or navigate through all zones in the current application.

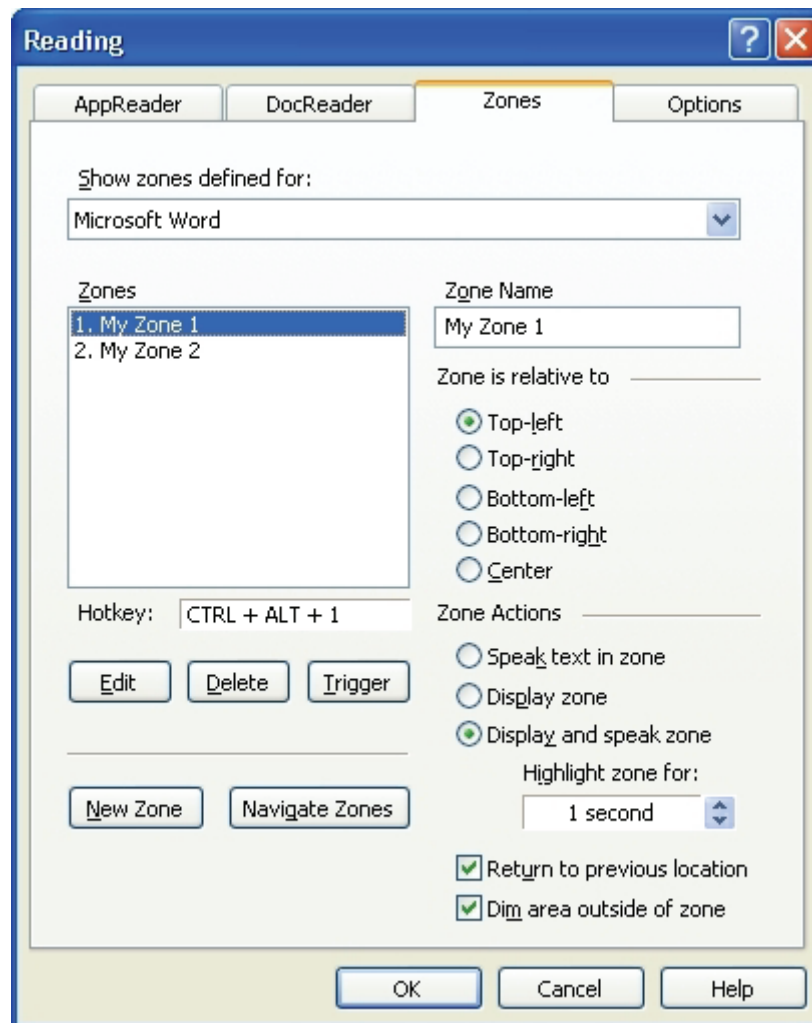
For complete information on creating, editing, navigating and triggering zones, see "Reading Zones" in this chapter.

► To adjust the reading zone settings

1. In the **R**eader menu, choose **R**eading **Z**ones...

The Reading dialog appears with the Zones tab displayed.

2. Adjust the reading zone settings as desired.
3. Select the **OK** button.



Reading Zones dialog

The following table describes the Reading Zones settings.

Setting	Description
<u>S</u> how zones defined for	Displays a list of applications that are currently running. Zones associated with the selected application appear in the Zones listbox.
<u>Z</u> ones	Displays a list of zones associated with the selected application (selected in the Show zones defined for listbox).
Hotkey	Displays the hotkey for the selected zone.
<u>E</u> dit	Activates the Edit Zone tool. When activated, the Reading Zones dialog is hidden and zones associated with the selected application appear. The Edit Zone tool also appears allowing you to size and move any of the zones.
<u>D</u> elete	Deletes the selected zone.
<u>T</u> rigger	Triggers the selected zone. When triggered, the Reading Zones dialog is hidden and the selected zone is displayed and spoken according to its zone settings. Afterward, the Reading Zone dialog reappears.

(Continued)

<u>N</u> ew Zone	Activates the New Zone tool. When selected, the Reading Zones dialog is hidden and zones associated with the selected application appear. The New Zone tool also appears allowing you to create a new zone.
Navigate Zones	Activates the Zone Navigation mode. When activated, the Reading Zones dialog is hidden and the selected zone and Navigation toolbar appear. Using the toolbar controls or keyboard commands, you can start and stop reading of the zone, and navigate to the next or previous zone.
<u>Z</u> one Name	Allows you to type a meaningful name for the selected zone. Zone names appear in the Zones listbox (in the Readings Zones dialog). They also appear in the Reading Zones menu (when pressing the Reading Zones List hotkey: CTRL + ALT + L) and when clicking Zones ► Trigger on the Reader toolbar.

(Continued)

Zone is relative to	<p>Sets the relative position of the zone within the application window: top-left, top-right, bottom-left, bottom-right, or center. This keeps the zone in the correct location even when the application window has been resized or moved.</p> <p>Note: In some cases, when resizing an application window, controls within the window may also be resized. When this occurs, you may need to resize the individual zones.</p>
Speak <u>t</u> ext in zone	When the reading zone is triggered, all text within the zone is spoken.
Display <u>z</u> one	When the reading zone is triggered, the zone is scrolled into view and highlighted.
Display and speak <u>z</u> one	When the reading zone is triggered, the zone is scrolled into view, highlighted and spoken.
Highlight <u>z</u> one for	<p>Sets the amount of time (in seconds) that the reading zone is highlighted.</p> <p>Note: Highlighting only occurs when Scroll to zone is selected.</p>
Return to previous location	After the zone is displayed, ZoomText scrolls back to the location that was in view prior to triggering the zone.
Dim <u>a</u> rea outside of zone	When a reading zone is triggered, the area outside of the reading zone is dimmed.

Reading Options

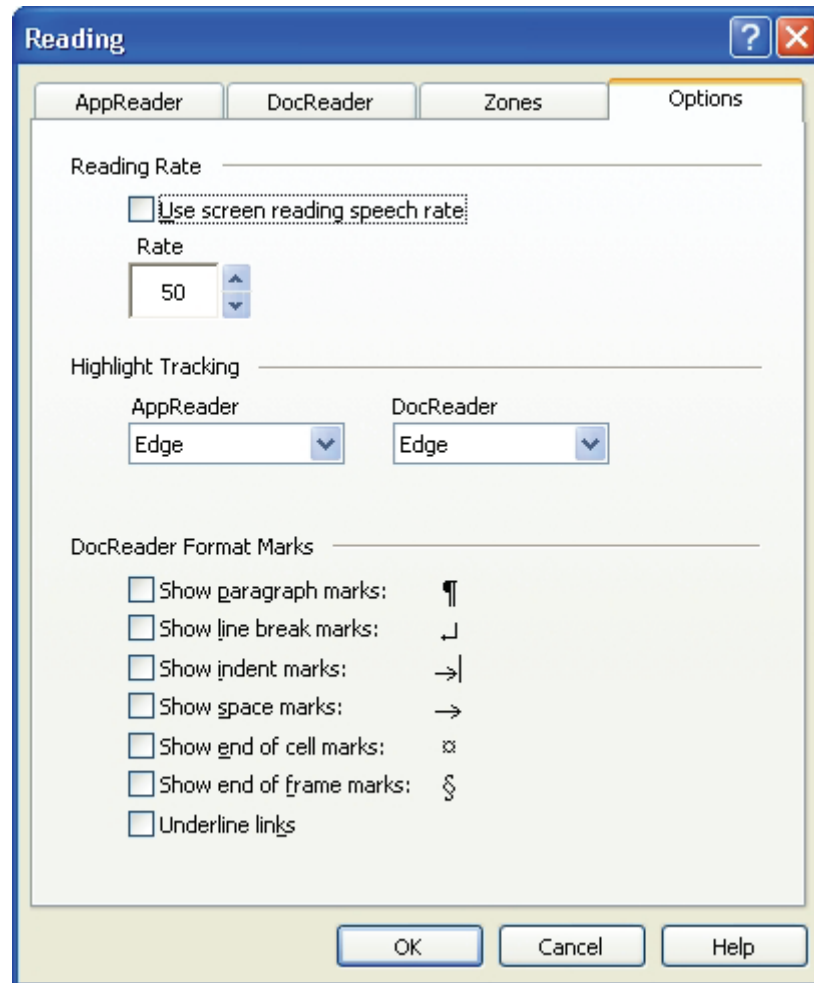
Reading Options contain additional settings for AppReader and DocReader. You can set an independent reading rate for AppReader and DocReader, select how highlighted words are tracked and aligned, and activate the display of format marks in DocReader. Format marks appear in the DocReader's Prompter and Ticker displays, and indicate the layout of text in the source document.

► To adjust the reading options

1. In the **R**eader menu, choose **R**eading **O**ptions...

The Reading dialog appears with the Options tab displayed.

2. Adjust the reading options as desired.
3. Select the **OK** button.



Options tab

The following table describes the AppReader and DocReader Options settings.

Setting	Description
<u>Use screen reading speech rate</u>	When selected, AppReader and DocReader reading rate are set by the Rate setting in the Speech dialog (Synthesizer tab).
Rate	<p>Controls the reading rate for AppReader and DocReader in words per minute (ranges vary with speech synthesizers).</p> <p>Note: This setting is disabled when Use screen reading speech rate is selected.</p>
AppReader	Sets the tracking type for AppReader: Edge, Center or Jump Ahead. With Edge alignment, the zoom window only scrolls as needed to keep the highlighted word in view. With Center alignment, the zoom window scrolls as needed to keep the highlighted word in the center of the zoom window. With Jump Ahead, when the highlighted word exits the magnified view, the zoom window scrolls to bring the highlighted word to the upper left corner.

(Continued)

DocReader	Sets the tracking type for DocReader: Edge, Center or Jump Ahead. With Edge alignment, DocReader scrolls as needed to keep the highlighted word in view. With Center alignment, DocReader scrolls as needed to keep the highlighted word in the center of the zoom window. With Jump Ahead, when the highlighted word exits the view, DocReader scrolls to bring the highlighted word to the upper left corner.
Show <u>paragraph</u> marks ¶	Displays paragraph marks where paragraphs end in the source document.
Show <u>line</u> break marks ↵	Displays end of line marks where bulleted and numbered list items end in the source document.
Show <u>i</u> ndent marks →	Displays indent marks where indents occur in the source document.
Show <u>s</u> pace marks →	Displays space marks where extended space, such as tabs, occur in the source document.

(Continued)

Show <u>e</u> nd of cell marks ¶	Displays end of cell marks where text ends in each table cell.
Show end of <u>f</u> rame marks §	Displays end of frame marks where text ends in a web page frame.
Underline links	When selected, hypertext links are underlined in the Prompter and Ticker view.

SpeakIt Tool

The SpeakIt tool allows you to read selected areas of the screen by clicking or dragging with the mouse. Any text that is visible on the screen can be spoken, even if it is outside the active program.

Note: Text that appears in graphical images cannot be spoken.

► To use the SpeakIt tool



1. On the **Reader** toolbar, select the **SpeakIt** Tool.

The SpeakIt tool becomes active.

Hotkey: **ALT + SHIFT + I**

2. To speak a single word, click on the word.
3. To speak a block of text; hold down the left button, drag the selection rectangle over the text you want to read and release the mouse button.

When you complete the drag (release the mouse button), all highlighted text will be spoken..

4. To exit the SpeakIt tool, right-click or press **ESC**.

Note: The SpeakIt tool can be used when speech is disabled.

Reading the Windows Clipboard

The Windows Clipboard allows you to copy and move information within or between documents. Each time you use an application's Cut or Copy command, the selected information is placed in the Windows clipboard. Then, when you use the Paste command, the information in the clipboard is inserted into your document at the selected location.

At times you may want to hear what is in the Windows clipboard. This is easily accomplished using ZoomText's Read Clipboard command.

► To read the Windows Clipboard

1. Press the Say Clipboard command: **ALT + SHIFT + C**.
2. To terminate reading of the clipboard, press the **CTRL** key.

Note: The Read Clipboard command is useful for reading text from problem applications that do not display text in a screen reader friendly format.

Text Reading Hotkeys

Text reading hotkeys let you navigate and read while creating and editing documents (by word, line, sentence or paragraph). When using these commands, the text cursor moves in accordance with the command. For example, when pressing the Say Next Sentence command, the cursor moves to the beginning of the next sentence and the entire sentence is spoken. The following table lists the text reading commands.

Note: **Num Lock** must be turned off when using ZoomText commands that use the numeric keypad.

Commands	Keys
Say Previous Character	LEFT
Say Current Character ¹	NUMPAD 5
Say Next Character	RIGHT
Say Previous Word	CTRL + LEFT
Say Current Word ²	CTRL + NUMPAD 5
Say Next Word	CTRL + RIGHT
Say Previous Sentence	CTRL + ALT + LEFT
Say Current Sentence	CTRL + ALT + NUMPAD 5
Say Next Sentence	CTRL + ALT + RIGHT

(Continued)

Say Previous Line 3	UP
Say Current Line	SHIFT + NUMPAD 5
Say Next Line ³	DOWN
Say Previous Paragraph	CTRL + UP
Say Current Paragraph	CTRL + SHIFT + NUMPAD 5
Say Next Paragraph	CTRL + DOWN

- ¹ Second press of the Say Current Character command speaks the character phonetically ("Alpha, Bravo, Charlie, ...").
- ² Repeated presses of the Say Current Word command provides the following behavior:
 - First press: speaks the word
 - Second press: spells the word
 - Third press: spells the word phonetically ("Alpha, Bravo, Charlie, ...")

Note: Repeated presses must occur within two seconds.

- ³ This command reads the current word or entire line according to the Program Echo setting **When the text cursor moves into a new line.**

In addition to the Text Reading commands listed above, ZoomText will also speak when using standard text navigation and editing keys, listed in the following table.

Keys	Application Action	ZoomText Action
BACKSPACE	Deletes the character to the left of the cursor.	Speaks the deleted character.
DELETE	Deletes the character to the right of the cursor.	Speaks the new character to the right of the cursor.
HOME	Moves the cursor to the beginning of the line.	Speaks the first word on the line (or nothing if the line begins with a space or tab).
END	Moves the cursor to the end of the line.	Speaks "End of line."
PAGEUP	Pages the application window up.	Speaks the word or line that the cursor appears on, according to the program echo setting When the text cursor moves to a new line.

(Continued)

PAGEDOWN	Pages the application window down.	Speaks the word or line that the cursor appears on, according to the program echo setting ' When the text cursor moves to a new line. '
CTRL + HOME	Moves to beginning of the document.	Speaks the word or line that the cursor appears on, according to the program echo setting ' When the text cursor moves to a new line. '
CTRL + END	Moves to the end of the document.	Speaks the word or line that the cursor appears on, according to the program echo setting ' When the text cursor moves to a new line. '