

ZOOMTEXT 10 MANUAL



CHAPTER 1

Introduction

ZoomText 10 is a powerful computer access solution designed for the visually-impaired. Consisting of two adaptive technologies – screen magnification and screen reading – ZoomText allows you to see and hear everything on the computer screen, providing complete access to applications, documents, email and the Internet. ZoomText 10 also allows you to magnify printed material using a standard HD webcam.

ZoomText 10 is available in two product versions:

Magnifier – a standalone screen magnifier.

Magnifier/Reader – an integrated magnifier and screen reader.

Both versions of ZoomText 10 are designed for users of all ages and skill levels. With a precise mix of power and simplicity, ZoomText provides total independence at home, school and in the workplace.

ZoomText Magnifier

ZoomText *Magnifier* is an advanced screen magnification program that enlarges and enhances everything on the computer screen.

ZoomText 10 *Magnifier* features include:

- **Flexible Magnification** Full range of magnification levels up to 36x. Levels include: 1x to 8x in steps of 1, 10x to 16x in steps of 2, 20x to 36x in steps of 4, and fractional powers of 1.25x, 1.5x, 1.75x and 2.5x.
- **Powerful Zoom Windows** 8 different zoom windows allow you to configure the magnified view according to your needs.
- **Font Enhancements** xFont technology (patented) displays print-quality text that's easy to read at all magnification levels. Smooth, bold and condense settings allow you to fine-tune the thickness and spacing of text for added legibility.
- **Dual Monitor Support** Allows you to expand your magnified view or simultaneously see magnified and normal views of your screen.
- **Enhanced Screen Colors** Innovative color controls improve screen clarity and reduce eyestrain. Special effects include color dyes, two-color modes and replacement of problem colors.

- **Visible Pointers and Cursors** Size and color enhancements make it easy to see the mouse pointer. Special locators make it easy to find and follow the mouse pointer and text cursor.
- **Focus Enhancements** New focus enhancements make it easy to locate and follow the control focus when you navigate through application menus, dialogs and other application controls.
- **Smooth Navigation** Navigating your applications and scrolling the view is always smooth and comfortable.
- **Desktop Finder** Desktop Finder helps you find and launch programs and documents on your desktop, system tray and quick launch bar.
- **Web Finder** Web Finder helps you search, skim, navigate and read webpages for topics of interest.
- **Text Finder** Text Finder helps you locate words, phrases and topics of interest in documents, web pages, and application windows.
- **ZoomText Camera** ZoomText Camera allows you to magnify printed documents, books and other items using a standard HD webcam.
- **Application Settings** Save unique settings for each application that you use. As you switch applications, ZoomText automatically loads the desired settings.
- **Windows Logon Support** Magnification and screen reading support in the Windows logon screen.

ZoomText Magnifier/Reader

ZoomText Magnifier/Reader is a fully integrated magnification and screen reading program that enlarges, enhances and reads aloud everything on the computer screen.

ZoomText 10 Magnifier/Reader includes all the features of *ZoomText Magnifier*, plus:

- **Complete Screen Reading** ZoomText automatically speaks all program controls, including menus, dialogs, list views and messages. Three verbosity levels give you complete control over the amount of information spoken.
- **Automatic Document Reading** 'AppReader' automatically reads documents, web pages and email within the parent application. Use AppReader's 'Read from Pointer' command to instantly start AppReader at the word under the mouse pointer. 'DocReader' reads documents in a special environment where text is reformatted for easier viewing.
- **Reading Zones** Reading Zones allow you to instantly see and hear selected locations in your applications. Define up to 10 zones per application that you can trigger via pop-up menu or keyboard commands.

- **Full Internet Accessibility** ZoomText reads any web page, in the proper reading order. You can read automatically or manually navigate by word, line, sentence and paragraph.
- **Text Navigation** Navigation keys make it easy to read while creating and editing documents. With simple commands you can read by character, word, line, sentence and paragraph, even while selecting text.
- **Typing Echo** Each key or word that you type is automatically spoken. You can choose to have all keys spoken or only selected groups of keys.
- **Mouse Echo** Mouse echo automatically reads text that you point to. Single words or complete lines of text are spoken instantly or after hovering briefly.
- **SpeakIt Tool** The SpeakIt tool allows you to read selected areas of the screen by clicking or dragging the mouse.
- **Background Reader** Background Reader allows you to listen to documents, webpages, email or any text while you simultaneously perform other tasks.
- **ZoomText Recorder** ZoomText Recorder allows you to turn text from documents, webpages, email or other sources into audio recordings that you can listen to on your computer or transfer to your mobile device for listening to on the go.

- **Special Application Support** Built in support for latest versions of popular applications – including Microsoft Office (Word, Excel, Outlook), Adobe Reader and Firefox– allow you to read and navigate your documents with 100% accuracy.
- **Built-in Synthesizers** ZoomText includes four built-in speech synthesizers, each providing a variety of male and female voices to choose from. The NeoSpeech synthesizer provides human-sounding voices (English only) that are closer to the real thing than ever before.

What's New in ZoomText 10

ZoomText 10 contains the following new features and enhancements, allowing for greater productivity and support for the latest versions of popular applications.

- **Enhanced Web Finder** The newly redesigned Web Finder has been expanded to allow you to swiftly search, skim, navigate and read webpages. You can now search for words or phrases throughout an entire webpage to find topics of interest. When you've found a topic of interest you can have Web Finder start reading from that location (ZoomText Magnifier/Reader only). Web Finder can also find and execute links and controls allowing you to seamlessly navigate between webpages. For more information, see Chapter 3 - "Web Finder."
- **ZoomText Camera** The new ZoomText Camera feature allows you to use any high-definition (HD) webcam to magnify printed items and other objects right on your computer screen—including bills, magazines, photographs, medicine labels, craft items and more. For more information, see Chapter 5 - "ZoomText Camera."

- **Background Reader** The new Background Reader allows you to listen to documents, webpages, email or any text while you simultaneously perform other tasks. You simply copy or select the text you want to listen to and start Background Reader. While the text is being read aloud, you are free to type notes, browse the web or do any other work on your computer. For more information, see Chapter 5 - "Background Reader."
- **ZoomText Recorder** The new ZoomText Recorder allows you to turn text from documents, webpages, email or other sources into audio recordings that you can listen to on your computer or transfer to your mobile device for listening to on the go. Create recordings in your choice of ZoomText voices or any other voices available on your system. For more information, see Chapter 5 - "ZoomText Recorder."
- **Read from Pointer** The new "Read from Pointer" command lets you instantly start AppReader at the word under the mouse pointer, making use of AppReader fast and seamless in documents, web pages and email. For more information, see Chapter 4 - "AppReader."
- **Text Finder Highlight** You can now configure unique highlight settings for the ZoomText Text Finder. For more information, see Chapter 3 - "Text Finder."

- **Full Windows Logon Support (with ZoomText Logon UI)** ZoomText's logon support is now available in Windows 7, Windows Vista and Windows XP. ZoomText's logon support provides essential magnification and screen reading features when logging into Windows. For more information, see Chapter 2 - "Windows Logon Support."
- **Special Application Support** Support for latest versions of popular applications – including Microsoft Office (Word, Excel, Outlook), Adobe Reader and Firefox– allow you to read and navigate your documents with 100% accuracy.

System Requirements

The following hardware and software is required to run ZoomText 10:

- Windows 7, Windows Vista, or Windows XP (SP2 or later)
- 1.5 GHz for Windows 7 and Windows Vista
1 GHz Pentium® 4 or equivalent for Windows XP
- 1 GB RAM for Windows 7 and Windows Vista (2GB recommended)
512 MB RAM for Windows XP (1 GB recommended)
- 50 MB free hard disk space (additional 60 MB required for each NeoSpeech synthesizer)
- USB 2.0 (for webcam support if using ZoomText Camera feature)
- Sound card (for Magnifier/Reader version only)

About the ZoomText User's Guide

The ZoomText 10 User's Guide provides complete instructions for installing and using ZoomText *Magnifier* and ZoomText *Magnifier/Reader*. Features that are unique to ZoomText *Magnifier/Reader* are grouped together in Chapter 4 - "Screen Reading Features", or are noted as a screen reader feature only.

This user's guide assumes you have a working knowledge of Microsoft Windows® and its conventions, including how to use the mouse and standard menu commands. For help with these techniques, please refer to your Microsoft Windows documentation.

Before using this manual, we recommend you install ZoomText 10.

Documentation formatting

Throughout this user's guide you will see special formatting used to represent important information. The following table outlines these formats and what they represent.

Format	Represents
Screen item <i>Screen item</i>	On-screen items that you select or click on, such as menus, dialogs and controls.
Hotkey commands	Keys that you should press. The plus sign between keys means that you should hold down the first key while you press the second key. If three keys are represented, hold the first two keys while you press the third.

CHAPTER 2

Getting Started

In this chapter you will learn the basics of ZoomText, including:

- How to install and activate ZoomText.
- How to start and exit ZoomText.
- How to enable and disable ZoomText.
- How to use the main ZoomText user interface and tray icon.
- How to use ZoomText's Windows logon support.
- How to get help on using ZoomText.

Although the information in this chapter should get you up and running, please refer to the following chapters for complete instructions.

Installing ZoomText

ZoomText 10 is easy to install on your system. The ZoomText CD includes a talking setup program with large-print dialog boxes that guide you through the installation. The setup program offers two methods of installation: *Automatic* and *Custom*.

Automatic installation installs ZoomText using the most common setup options (listed in the table on the next page). You are presented with fewer dialogs and the installation is completed in less time.

Custom installation allows you to choose all of the setup options.

Note: When you install ZoomText the setup program will install system-level components. In order to install these components you must have administrator privileges. If you do not have these privileges, contact your network administrator before proceeding with the installation.

The following table describes the setup options that are applied during automatic installations.

Setup Options	Automatic Installation Settings
Installation folder	<i>In 32-bit versions of Windows:</i> C:\Program Files\ZoomText 10 <i>In 64-bit versions of Windows:</i> C:\Program Files (x86)\ZoomText 10
Display a ZoomText icon on the desktop *	Yes
Start ZoomText automatically when the system starts *	Yes
Enable Windows logon support *	Yes
Speech synthesizers **	<i>ZoomText English-only version:</i> All English speech synthesizers are installed. <i>ZoomText International versions:</i> TruVoice English and all available synthesizers for the selected language are installed.

* This setting can be changed at any time after installing ZoomText. This setting is located in ZoomText's Program Preferences dialog. To open this dialog, in the **Settings** menu, choose **Program...**

** Speech synthesizer options only apply when installing ZoomText *Magnifier/Reader*.

► **To install ZoomText**

1. Disable virus-protection software and close all other programs.
2. Insert the ZoomText 10 CD into the CD-ROM drive.
The ZoomText Setup program will start automatically.
3. Follow the on-screen instructions to complete the installation.

► **If Setup does not start automatically**

1. Click on the Windows **Start** button and select **R**un...
2. Browse to your CD-ROM drive.
3. Select the Setup program and click **O**pen.
4. Click **OK** in the Run dialog box.

Downloading Program Components

If you obtained your ZoomText 10 software via download from Ai Squared's website, you may not have received some of ZoomText's optional program components. These components include speech synthesizers and product localizations (versions of ZoomText in other languages). You can download these components at any time.

Note: The selection of components that you can download depends on the type of ZoomText product installed on your system.

► **To download program components**

In ZoomText's **H**elp menu, select **D**ownload Program Components...

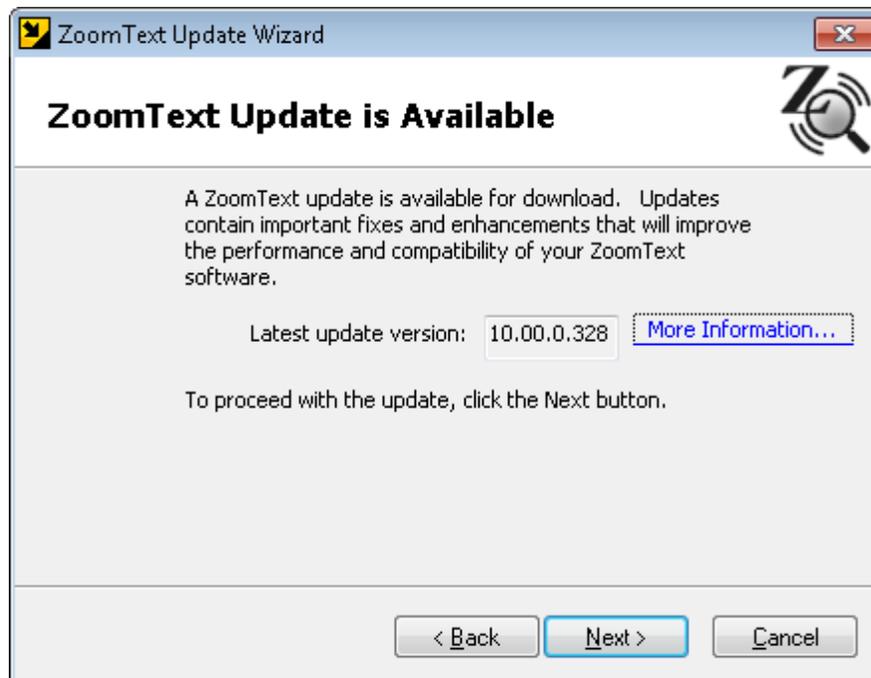
Your web browser launches to the ZoomText program components web page. A list of available components is displayed along with instructions for downloading and installing.

Automatic Updating

ZoomText 10 includes automatic online version checking and updating. This service keeps your installation of ZoomText up-to-date with the latest fixes and enhancements. Here's how it works...

Each time you start ZoomText, the Update Wizard checks to see if you are online. If so, it quickly checks to see if you are running the latest version. If an update is available, the Update Wizard will ask if you want to download it. By clicking on the 'Yes' button, the update will download and install automatically.

Note: An Internet connection is required to use this feature.



ZoomText Update Wizard

If you or your network administrator does not want to check for updates each time you start ZoomText, you can disable automatic updating as follows:

▶ **To disable automatic updating**

1. In the **S**ettings menu, choose **P**rogram...
2. Uncheck **C**heck for online updates each time ZoomText is launched.
3. Click **O**K.

In addition to the automatic updating, you can manually check for updates at any time

▶ **To manually check for updates**

In the Windows **S**tart menu, choose **P**rograms ▶ **Z**oomText 10 ▶ **O**ther ▶ **C**heck for Updates.

The Update Wizard appears and walks you through the update procedure.

Starting ZoomText 10

Once ZoomText is installed on your system, it can be started using one of the following procedures.

- On the Windows desktop, select the **ZoomText 10** program icon.
- In the Windows **Start** menu, choose **P**rograms ▶ **Z**oomText 10 ▶ **Z**oomText 10.

Note: ZoomText can be configured to load automatically when starting Windows. This option can be enabled while installing ZoomText, or in the **ZoomText Program Preferences** dialog box. For more information, see "Program Preferences" in Chapter 6.

When ZoomText starts up, it changes your display to show a magnified view of the normal screen. As you move the mouse, type text and navigate within your applications, the magnified view automatically scrolls, keeping the area of activity in view.

If you have installed ZoomText *Magnifier/Reader*, ZoomText will also speak aloud, narrating your actions as you work with your documents and applications. All of your Windows programs will operate normally while ZoomText is running.

Activating ZoomText 10

ZoomText 10 contains product activation technology designed to eliminate unauthorized use of ZoomText, without imposing a burden on legitimate users. Product activation is a simple, straightforward and anonymous process that takes just a few seconds to complete when performed over the Internet.

After you install ZoomText you have up to 60 days to activate the software. Until you do, ZoomText will run as a trial. You can activate immediately or anytime during the 60-day trial period. All features are available during the trial period, so you have full use of the software. When the trial period expires you must activate ZoomText to continue using it.

Preparing to Activate ZoomText

To activate ZoomText 10 you will need your ZoomText 10 serial number, provided with your purchased copy. If you have purchased an upgrade version of ZoomText 10 you will also need the serial number from your previous version of ZoomText (version 9.1 or earlier), unless your previous version is already installed on your system. These serial numbers can be found within your ZoomText product packages, as described below.

► **Where to find your ZoomText serial number**

- On the ZoomText CD sleeve
- On the product registration card
- On the top of the ZoomText product box
- On the back of the ZoomText User's Guide

Note: If you purchased your ZoomText 10 product from Ai Squared's online store, your product serial number will be included in your purchase confirmation email.

The Activation Process

During the 60-day trial period, each time you start ZoomText the Activation Wizard appears. The wizard presents the following options for you to choose from:

- **Option 1: I have a serial number and want to activate ZoomText**

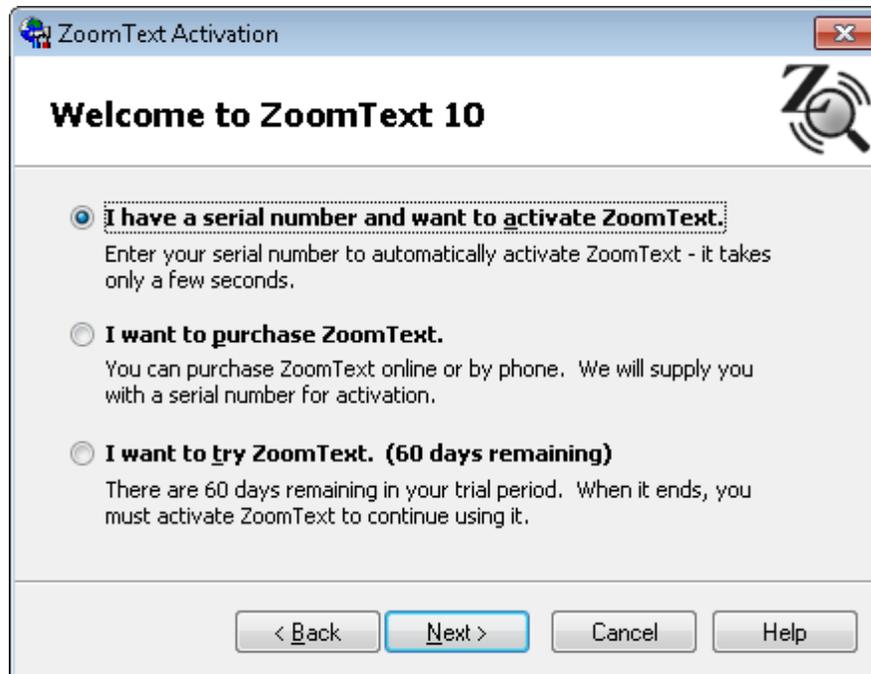
Choose this option if you have already purchased or been provided with a ZoomText product and you're ready to activate the software. The wizard will guide you through the activation process.

- **Option 2: I want to purchase ZoomText**

Choose this option if you are ready to purchase a ZoomText product. The wizard will display information on how to purchase ZoomText.

- **Option 3: I want to try ZoomText**

Choose this option if you want to run ZoomText in trial mode. Trial mode allows you to use ZoomText for up to 60 days. When the 60-day trial period expires, you must activate ZoomText to continue using it.



The ZoomText Activation Wizard - Welcome dialog

When you choose to activate ZoomText you are prompted to enter your product serial number. Once you have entered your serial number, the manner in which activation is completed depends on whether or not you have an Internet connection.

- **If you are connected to the Internet** your serial number and system code are automatically passed to the Ai Squared activation server for validation. An activation code is then passed back to your computer, activating your ZoomText license. This process takes just a few seconds to complete.
- **If you are not connected to the Internet** the wizard displays your serial number and system code, along with instructions on how to manually obtain an activation code. An activation code can be obtained from Ai Squared's activation website (using another computer that is connected to the Internet), or by contacting Ai Squared's Product Support department.

Telephone activation support is available Monday through Friday, 9am to 5pm Eastern Time.

In North America, call toll-free (866) 331-1233

Outside North America, call (802) 362-5393

Activating a *Magnifier/Reader* installation with a *Magnifier* serial number

If you have installed the ZoomText *Magnifier/Reader* software and then activate ZoomText using a *Magnifier* serial number, the software will convert to a ZoomText *Magnifier* product - i.e. all screen reading features will be disabled. To regain the use of the screen reading features, you must purchase a *Magnifier/Reader* serial number and reactivate ZoomText.

Activating ZoomText on more than one computer

With single-user versions of ZoomText, you can install and activate ZoomText on up to three computers (in accordance with the ZoomText Software License Agreement). Multiple activations are provided to accommodate individuals that use more than one computer, such as a home computer, a work computer and a laptop computer. While ZoomText may be installed on up to three computers, use of the collective installations is restricted to one user at any given time.

Note: Multi-user standalone versions of ZoomText provide one activation per licensed user.

Transferring Your ZoomText Software License

Should you want to move your ZoomText software to a new computer, or need to reformat the hard drive on your current computer, it is important that you first transfer your software license back to the ZoomText activation server. This preserves your license so that it may be used to activate your new installation of ZoomText.

To transfer your ZoomText software license, from the ZoomText menu bar, select **Help ▶ Transfer Software License...** This action will launch the ZoomText Activation Wizard and guide you through the transfer process. This process will deactivate ZoomText on your current computer so that it can be reactivated on the new computer.

Frequently Asked Questions about Product Activation

- **What is product activation?**
Product activation is an anti-piracy technology designed to verify that ZoomText has been legitimately licensed.
- **How does product activation work?**
The activation process verifies that the serial number is legitimate and has not been activated on more computers than allowed by the ZoomText Software License Agreement.
- **What happens if I don't activate my product?**
If you don't activate your product by the 60th day (after installation), ZoomText will stop working until you activate it.
- **What if my product activation fails?**
Product activation will only fail under exceptional circumstances. In most cases, you can reactivate ZoomText as quickly and easily as the original activation. If your attempt to reactivate fails, contact Ai Squared Product Support for help.
- **What if I need to reformat or upgrade my computer?**
If you need to reformat your hard drive or upgrade your Windows operating system, you should first transfer your ZoomText software license back to the ZoomText activation server. See "Transferring Your ZoomText Software License" in the preceding section.
Note: You do not need to transfer your ZoomText license when installing Windows service packs and hot fixes.

- **What if I want to move my ZoomText software to another computer?**

Should you want to move your ZoomText software to a new computer, it is important that you first transfer your software license back to the ZoomText activation server. This preserves your software license so that it may be used to activate your new installation of ZoomText. See "Transferring Your ZoomText Software License" in the preceding section.

Registering ZoomText 10

To ensure that you get the most out of ZoomText and to protect your product license, Ai Squared recommends that you promptly register ZoomText immediately after completing the product installation. By registering ZoomText you are eligible for technical support, low-cost upgrades, and cost-saving support plans. You'll also receive our email newsletter, providing information about new product releases, special offers, and helpful ZoomText tips and tricks.

And don't worry, when registering with Ai Squared your personal information is always held in the strictest confidence. Ai Squared does not share customer information with other organizations, so you don't have to worry about unwanted solicitations from 3rd parties.

There are three ways to register your ZoomText product:

- **Register ZoomText online (recommended)**

Registering ZoomText online is quick and easy. Just create or login to your Ai Squared customer account and select 'Register your product'.

With your Ai Squared customer account you can log in 24 hours a day to update your account information, view your Ai Squared orders, and retrieve your ZoomText product serial number. This is a real convenience when you need to activate your product and don't have your serial number on-hand.

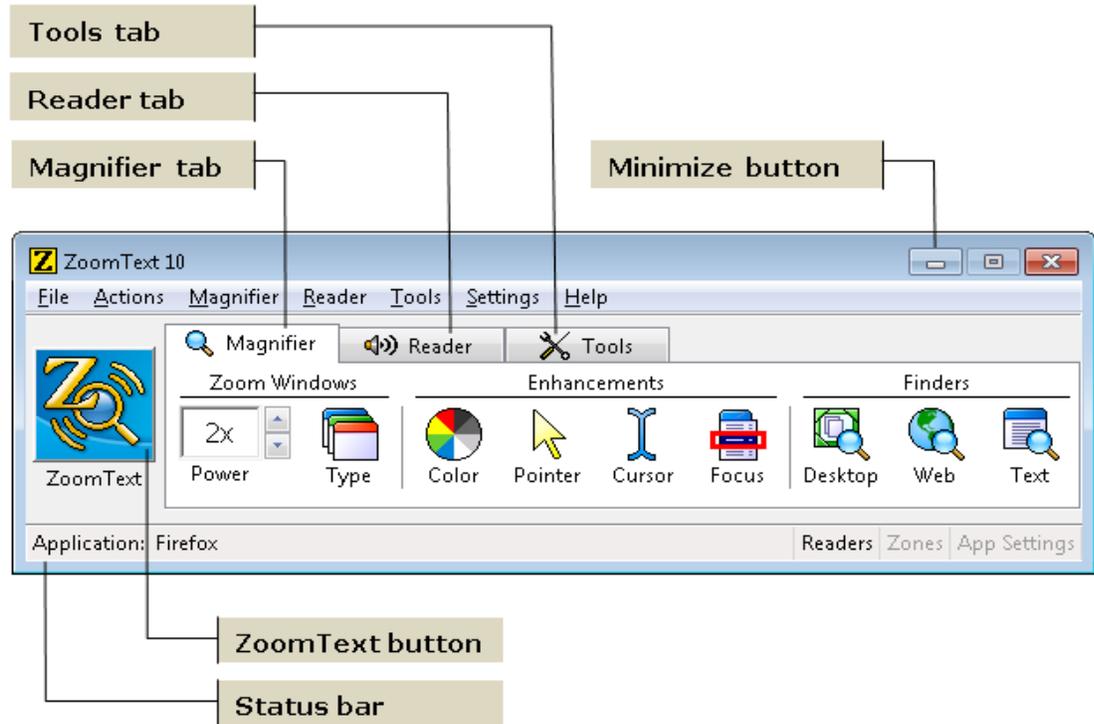
To initiate the online registration process, do one of the following:

- In the ZoomText Activation Wizard, select the **Register online now** link (in the final wizard dialog).
 - In ZoomText's Help menu, select **Register ZoomText...**
 - In your web browser, go to www.aisquared.com/register
- **Mail in the ZoomText registration card** A large-print ZoomText registration card is included with every ZoomText product. Just fill-in the card, attach the required postage and drop it in the mail.
 - **Phone in your registration** If you prefer, you can call Ai Squared to register your product – Monday through Friday, 9am to 5pm Eastern Time.
 - Inside of North America 1 (800) 859-0270
 - Outside of North America ++1 (802) 362-3612.

The ZoomText User Interface

When you start ZoomText its user interface appears on the screen. This window contains all of the controls for operating ZoomText. All of ZoomText's settings can be accessed through standard menus or easy-to-use toolbars. Each toolbar features a set of buttons that provide fast access to the most important and frequently used settings. Each button contains an intuitive icon and label for easy identification. Buttons are grouped by function and each group is labeled with a clickable link that opens the group's associated dialog box (with the exception of the Finders label).

Note: Features associated with magnification and screen reading are grouped into separate toolbars and dialogs. Features associated with screen reading only appear in ZoomText *Magnifier/Reader*.



ZoomText button Enables or disables ZoomText. When disabled, all magnification and speech features are turned off without exiting the program.

Magnifier tab Displays toolbar controls for ZoomText's magnification features.

Reader tab Displays toolbar controls for ZoomText's screen reading features. (*ZoomText Magnifier/Reader* only)

Tools tab Displays toolbar controls for ZoomText's camera and listening features and the ImageReader companion product.

Status bar Displays the name of the active application and informs you when AppReader and DocReader ("Readers"), reading zones ("Zones") and application settings ("App Settings") are available for use.

Minimize button Hides the ZoomText user interface.

Minimizing and Restoring the User Interface

The ZoomText user interface can be minimized (hidden) and restored (made visible) without affecting the operation of ZoomText.

► To minimize ZoomText

Do one of the following:



- On the ZoomText title bar, click on the minimize button.
- While the ZoomText user interface is active, press **ESC**.

► To restore ZoomText

Do one of the following:

- Click on the **ZoomText 10** button in the task bar.
- Press the Display User Interface hotkey: **CTRL + SHIFT + U**.

Note: If the ZoomText user interface is already open but covered by other applications, restoring it will bring it into view.

Enabling and Disabling ZoomText

You can enable and disable ZoomText at any time, without exiting the program. When disabled, ZoomText returns the screen to its normal (unmagnified) state and all speech output is suspended.

► **To enable ZoomText**



ZoomText

On the ZoomText user interface, select the **ZoomText** button.

Hotkey: **ALT + INSERT**

► **To disable ZoomText**



ZoomText

On the ZoomText user interface, select the **ZoomText** button.

Hotkey: **ALT + DELETE**

Using Tools with the Keyboard

ZoomText's Adjust, Freeze and SpeakIt tools allow you to click and drag to select screen areas associated with their respective features. Although these tools were designed for easy use with a mouse, they can also be operated using keyboard commands that simulate mouse actions. When these tools are active, you can control them using the keyboard commands from the following table.

Mouse Action	Keyboard Command
Move the pointer	UP, DOWN, LEFT, RIGHT
Left-click	ENTER
Right-click	ESC
Drag object right	SHIFT + RIGHT
Drag object left	SHIFT + LEFT
Drag object up	SHIFT + UP
Drag object down	SHIFT + DOWN

Exiting ZoomText

You can exit the ZoomText program at any time. When ZoomText is exited, the screen returns to its normal (unmagnified) state and all speech output is terminated.

► **To exit ZoomText**

Do one of the following:

- In the **F**ile menu, choose **E**xit.
- In the ZoomText title bar, click the close box.



Uninstalling ZoomText

If you no longer need ZoomText on your system, you can uninstall it at any time. Uninstalling ZoomText erases all its program files and returns your system to the state it was in before installing.

Before you uninstall ZoomText, you should be aware of the following:

- If you are running ZoomText in its 60-day trial period, uninstalling the software will result in loss of all remaining trial days. Reinstalling ZoomText will not restore the trial days.
- If your installation of ZoomText has been activated, you should transfer your software license back to the ZoomText activation server before uninstalling. This will preserve your software license so that may be used to activate ZoomText on another system. For more information, see "Transferring Your ZoomText Software License" in this chapter.

► **To uninstall ZoomText**

1. In the Windows **Start** menu, choose **P**rograms ► **Z**oomText 10 ► **O**ther ► **U**ninstall ZoomText 10.
2. Follow the on-screen instructions.

The ZoomText Uninstall program starts.

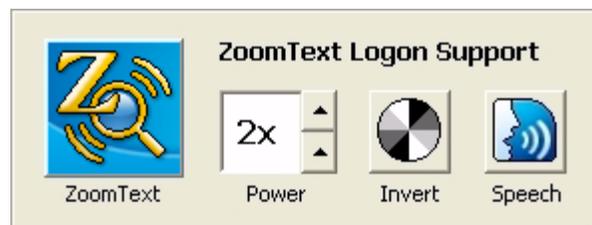
Windows Logon Support

ZoomText's logon support provides essential magnification and screen reading features when logging into Windows. You can zoom in and out (up to 36x), invert the screen colors, and enable screen reading so that each control is spoken as you navigate the logon dialog box.

Note: ZoomText's xFont text magnification is not available during Windows logon; therefore the quality of magnified text will be degraded. ZoomText will also use the default speech synthesizer configured in Windows.

The ZoomText Logon Support Toolbar

When ZoomText's logon support is enabled, the ZoomText Logon Support toolbar appears automatically each time the Windows logon screen is displayed. The Logon Support toolbar provides controls for enabling, disabling and adjusting the available magnification and screen reading features.



ZoomText Logon Support toolbar

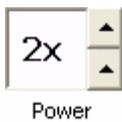


ZoomText button Enables or disables ZoomText. When ZoomText is disabled, all magnification and screen reading features are turned off without exiting the program.

Hotkeys:

Enable ZoomText: **ALT + INSERT**

Disable ZoomText: **ALT + DELETE**



Power Sets the magnification level from 1x to 36x.

Hotkeys:

Increases magnification: **ALT + NUMPAD PLUS**

Decreases magnification: **ALT + NUMPAD MINUS**



Invert Enables and disables color inverting.

Hotkey: **CTRL + SHIFT + C**



Speech Enables and disables speech output.

Hotkey: **ALT + SHIFT + S**

Note: Each time you log into Windows using ZoomText's logon support, the selected logon support settings are automatically saved and then restored the next time the Windows logon screen is displayed.

Enabling and Disabling ZoomText's Logon Support

Enabling and disabling ZoomText's logon support is performed in ZoomText's Windows Preferences dialog box. When ZoomText's logon support is enabled, it is available to all users in the Windows logon screen.

► To enable ZoomText's logon support

1. In ZoomText's **S**ettings menu, choose **P**rogram...

The Preferences dialog appears with the Program tab displayed.

2. Make sure the **E**nable Windows logon support box is checked.

Note: You must be logged in with administrative privileges to adjust this option. If you are not logged in with administrative privileges this option will be grayed out.

3. Select the **OK** button.

Windows User Account Control

One of the important security features in Windows 7 and Windows Vista is “User Account Control”, referred to as UAC for short. UAC is designed to prevent malicious programs from damaging files, changing system configurations, and even transmitting confidential data outside the system. To accomplish this task, UAC forces all of your applications to run as a standard user, even if you are logged in with administrative privileges. As a result, when you run a program that requires administrative privileges, a UAC prompt appears requesting your permission.

With the Windows UAC feature, many legitimate program processes will generate a UAC prompt, even for common tasks such as changing the clock’s time or installing a new printer driver. UAC prompts may also appear when adjusting or using the following ZoomText features, all of which are completely safe to run on your system:

- Running the Activation Wizard
- Running the ZoomText updates wizard
- Transferring your ZoomText software license
- Downloading and installing program components
- Using certain Fix-It commands (in the Support dialog)
- Changing ZoomText’s program or user interface preferences

For more information on User Account Control, refer to the Windows Help system. If you have questions or concerns about ZoomText that generate a UAC prompt, please contact Ai Squared's Product Support department.

Getting Help

ZoomText provides the following documentation and tools to help you learn and work with the program:

- **ZoomText 10 User's Guide** Contains complete information on using all ZoomText features and commands.
- **ZoomText 10 Quick Reference Guide** Provides concise, user-friendly instructions for each of ZoomText's essential features.
- **ZoomText 10 Online Help** Contains all of the information in the ZoomText 10 User's Guide, optimized for use online. You can access complete documentation directly from the user interface and find topics using the **Contents**, **Index**, and **Search** tabs.

► To use ZoomText Online Help

1. In the **H**elp menu, choose **Z**oomText Help.
2. In the **H**elp window, click one of the following tabs:
 - **Contents** Lets you choose a topic from a section of the online Help.
 - **Index** Lets you use the index to find a topic.
 - **Search** Lets you find a topic by searching for a particular word or phrase in the online Help.

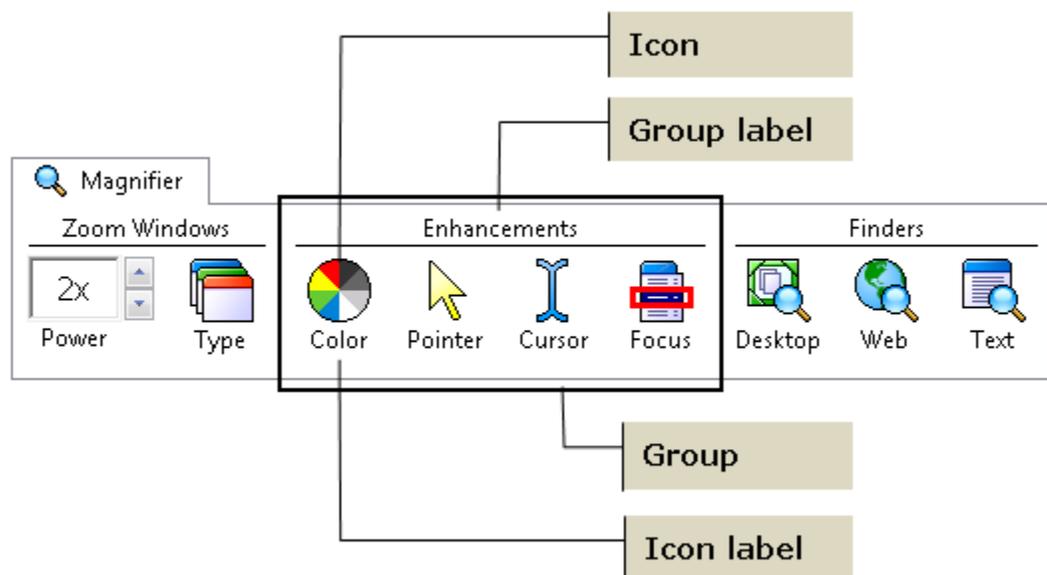
Note: Each ZoomText dialog box also contains a Help button that, when selected, displays context-sensitive Help for that dialog.

Magnification Features

This chapter describes ZoomText's magnification features. These features are included in *ZoomText Magnifier* and *ZoomText Magnifier/Reader*.

The Magnifier Toolbar

The Magnifier toolbar provides quick access to ZoomText's magnification 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.





Power Sets the magnification level from 1x to 36x.



Type Sets the zoom window type: Full, Overlay, Lens, Line or one of four Docked types. Each of these windows offers a unique way of viewing what is on the screen, accommodating different tasks and application environments.



Color Selects color enhancement settings. Color enhancements improve screen clarity for easier viewing and reduced eyestrain. You can choose from a variety of preset color schemes or configure your own custom color settings.



Pointer Selects mouse pointer enhancement settings. Pointer enhancements make it easy to locate and follow the mouse pointer. You can choose from a variety of preset pointer enhancement schemes or configure your own custom pointer enhancements.



Cursor Selects cursor enhancement settings. Cursor enhancements make it easy to locate and follow the text cursor. You can choose from a variety of preset cursor enhancement schemes or configure your own custom cursor enhancements.



Focus Selects focus enhancement settings. Focus enhancements make it easy to locate and follow the control focus when you tab and arrow key through menus, dialogs and other application controls. You can choose from a variety of preset focus enhancement schemes or configure your own custom focus enhancements.



Desktop

Desktop Activates the Desktop Finder. The Desktop Finder helps you find and launch programs on the desktop, system tray and quick launch bar. In addition, the Desktop Finder also helps you find and open items in the Control Panel, Programs menu and My Documents folder.



Web

Web Web Finder helps you search, skim, navigate and read webpages for topics of interest.



Text

Text Activates the Text Finder. The Text Finder helps you locate words or phrases within the active application window or anywhere on the entire screen.

Setting the Magnification Level

ZoomText provides a wide range of magnification levels, allowing you to enlarge the view according to your needs. Magnification levels include: 1x to 8x in steps of 1, 10x to 16x in steps of 2, 20x to 36x in steps of 4, and fractional powers of 1.25x, 1.5x, 1.75x and 2.5x.

► To adjust the magnification level

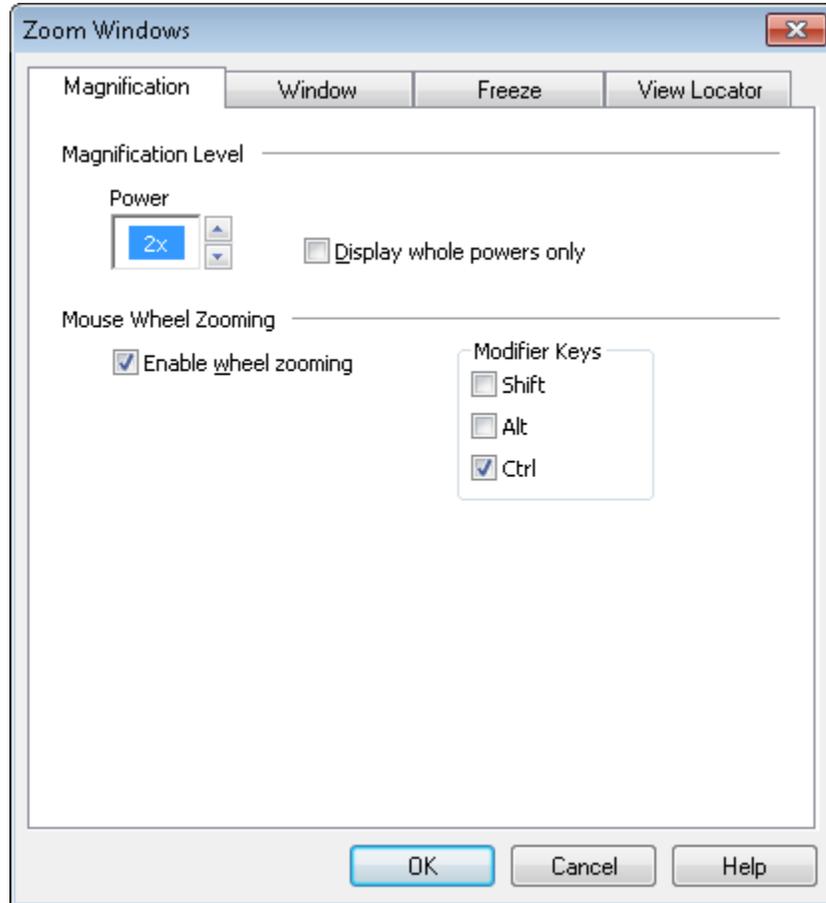


On the **Magnifier** toolbar, adjust the level in the **Power** spinbox.

Hotkeys: Increase Magnification:
ALT + NUMPAD PLUS
Decrease Magnification:
ALT + NUMPAD MINUS

The magnification level can also be adjusted in the Zoom Windows dialog, as follows:

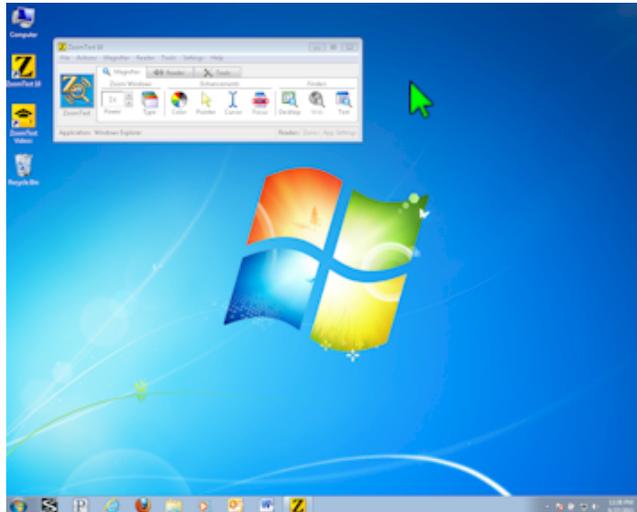
1. In the **Magnifier** menu, choose **Magnification...**
The Zoom Windows dialog appears with the Magnification tab displayed.
2. Adjust the level in the **Power** spinbox.
3. Click the **OK** button.



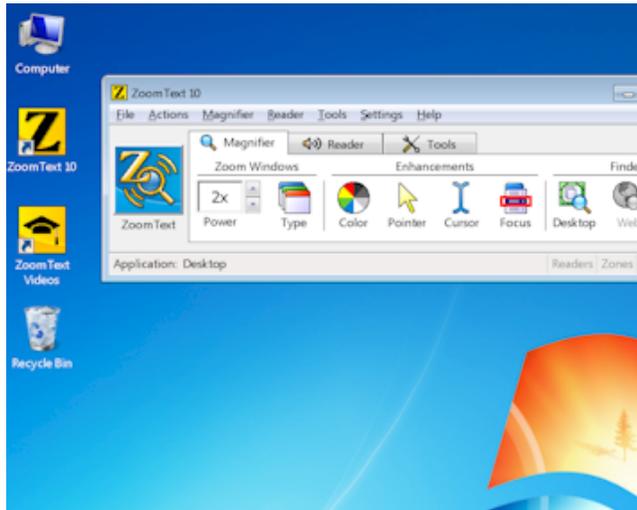
Magnification tab

The following table describes the Magnification Level settings.

Setting	Description
Power	Sets the magnification level. Magnification levels include: 1x to 8x in steps of 1, 10x to 16x in steps of 2, 20x to 36x in steps of 4, and fractional powers of 1.25x, 1.5x, 1.75x and 2.5x.
<u>D</u> isplay whole powers only	Excludes fractional magnification levels from the Power spinbox.



1x View (normal screen)



2x View



3x View

Mouse Wheel Zooming

If your mouse has a wheel, it can be used to zoom-in and zoom-out over the mouse pointer position. Turning the wheel away from you will increase magnification, while turning the wheel towards you will decrease it.

Since the mouse wheel is used to scroll documents in some programs, ZoomText uses a modifier key to share the wheel with other programs. By default the modifier key is **CTRL**, which means that you must hold down the **CTRL** key while turning the wheel. Turning the wheel without the modifier key will allow the mouse wheel to perform its normal function.

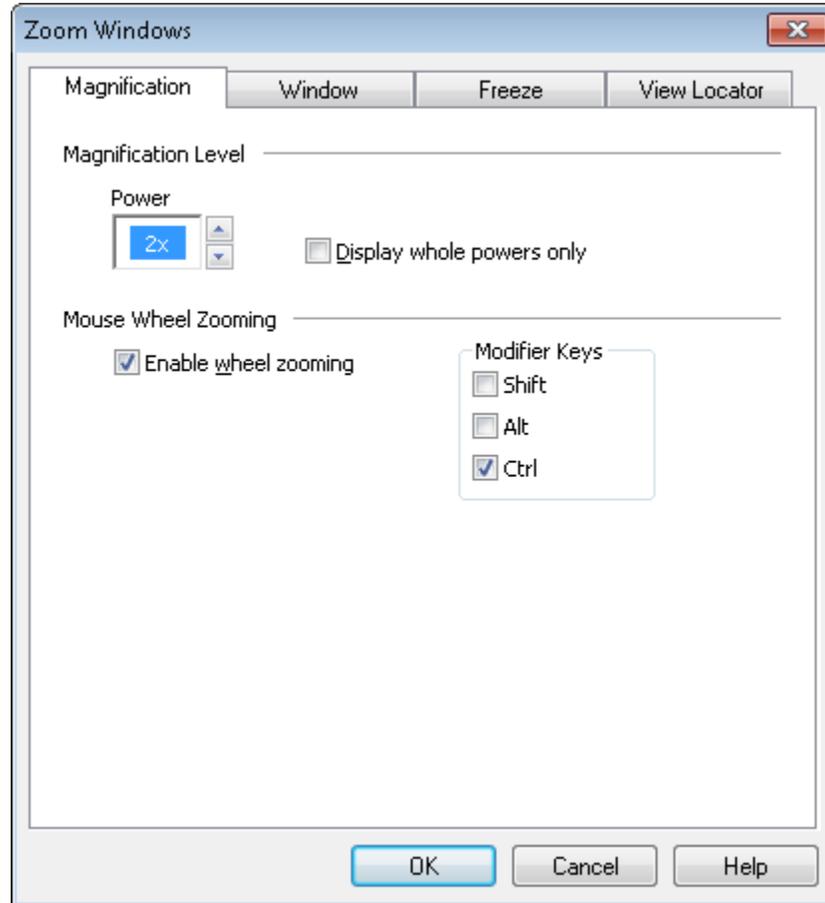
You can turn off all modifier keys allowing ZoomText to use the mouse wheel without a key, but if you do so the normal mouse wheel functions will no longer operate in other applications.

► To enable and configure mouse wheel zooming

1. In the **Magnifier** menu, choose **Magnification...**

The Zoom Window dialog appears with the Magnification tab displayed.

2. Make sure the **Enable wheel zooming** box is checked.
3. Select the modifier key (or keys) that must be pressed in order for the mouse wheel to be used for zooming.
4. Click the **OK** button.



Magnification tab

The following table describes the Mouse Wheel Zooming settings.

Setting	Description
Enable <u>w</u> heel zooming	Enables use of the mouse wheel to change the magnification level.
Modifier Keys	Selects the key combination to be used for mouse wheel zooming. The selected keys must be held down while rotating the mouse wheel in order to change the magnification level.

Zoom Windows

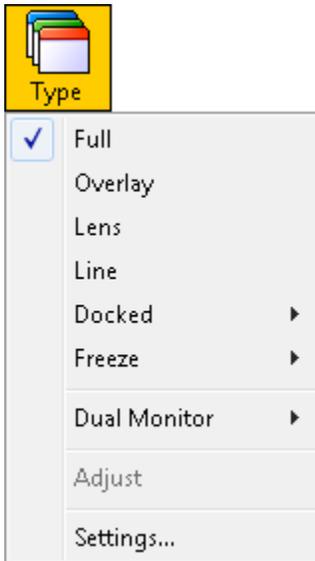
A zoom window displays a magnified view of the computer screen. You can think of a zoom window as a magnifying glass held in front of the screen. A zoom window can only display a portion of the screen at any one time, but by scrolling its magnified contents, any area of the screen can be viewed.

ZoomText provides eight zoom window types: Full, Overlay, Lens, Line and four Docked positions. Each of these windows offer a unique way of viewing what is on the screen. At any time, you can switch zoom window types to accommodate a different task or application environment.

Selecting a Zoom Window

You can select a different zoom window at any time while ZoomText is active.

► To select a zoom window



On the **Magnifier** toolbar, select **Type**, and then select the desired zoom window.

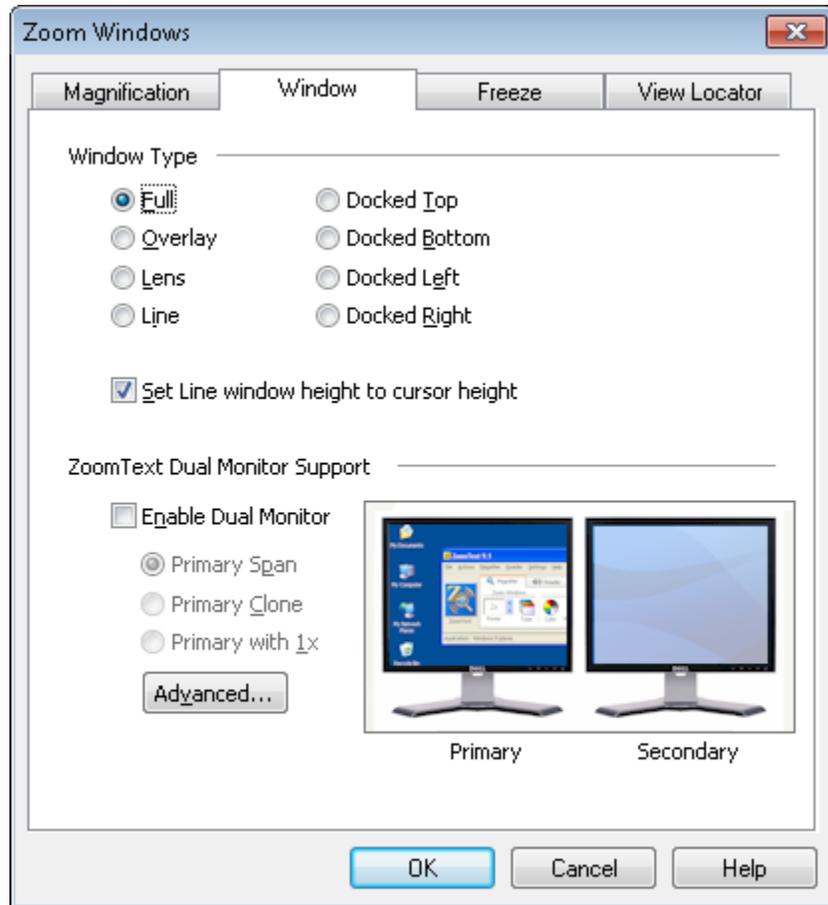
Hotkey: **CTRL + SHIFT + Z**
Cycles through the zoom window types.

A zoom window type can also be selected in the Zoom Windows dialog, as follows:

1. In the **Magnifier** menu, choose **Zoom Window...**

The Zoom Windows dialog appears with the Window tab displayed.

2. Select the desired zoom window type.
3. Click the **OK** button.



Window tab

The following table describes the Window Type settings.

Setting	Description
<u>F</u> ull	Displays a zoom window that occupies the entire screen.
<u>O</u> verlay	Displays a zoom window that lies on top of the normal screen and can be sized and moved to occupy any area.
<u>L</u> ens	Displays a zoom window that moves over the normal screen like a magnifying glass, displaying what is directly beneath it. The lens automatically follows as you move the mouse pointer, type text and navigate through your programs.
<u>L</u> ine	Displays a zoom window that moves up and down the screen like a magnifying ruler, displaying what is directly beneath it. The line automatically follows as you move the mouse pointer, type text and navigate through your programs.
Docked <u>T</u> op	Displays a zoom window that occupies the top half of the screen. The height of the zoom window can be adjusted to occupy a larger or smaller portion of the screen.

(Continued)

Docked <u>B</u> ottom	Displays a zoom window that occupies the bottom half of the screen. The height of the zoom window can be adjusted to occupy a larger or smaller portion of the screen.
Docked <u>L</u> eft	Displays a zoom window that occupies the left side of the screen. The width of the zoom window can be adjusted to occupy a larger or smaller portion of the screen.
Docked <u>R</u> ight	Displays a zoom window that occupies the right half of the screen. The width of the zoom window can be adjusted to occupy a larger or smaller portion of the screen.
<u>S</u> et Line window height to cursor height	As the text cursor moves through larger or smaller text, the height of the Line window increases or decreases, so that only the current line of text is displayed.

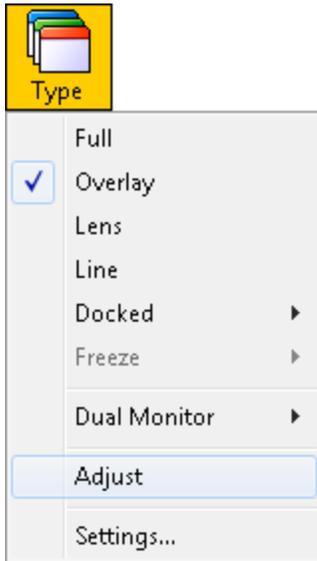
For information on adjusting zoom windows, see "Adjusting a Zoom Window" in this chapter.

Adjusting a Zoom Window

ZoomText's windows can be sized and/or moved to occupy a different portion of the screen (with the exception of Full zoom). The following table outlines the size/move characteristics for each zoom window type.

Window Type	Sizeable	Moveable
Full	no	no
Overlay	yes	yes
Lens	yes	automatic
Line	yes	automatic
Docked	yes	no
Freeze	yes	yes

► To size and move a zoom window



1. On the **Magnifier** toolbar, choose **Type ► A Adjust**.

The Adjust tool becomes active and sizing handles appear on the zoom window frame.

Hotkey: **CTRL + SHIFT + A**

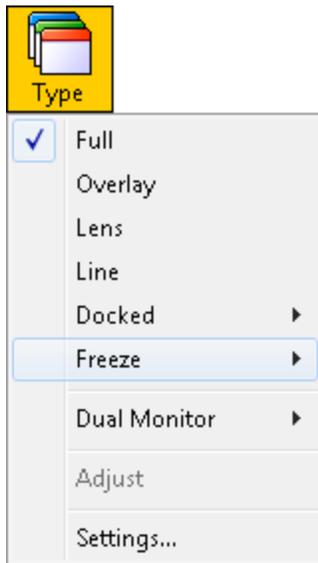
2. To size the window, drag any handle.
3. To move the window, drag inside the window frame.
4. To scroll the contents of the window, hold down **CTRL**, and then drag inside the window frame.
5. To exit the Adjust tool, right-click or press **ESC**.

The Freeze Window

In a magnified view, it is impossible to see the entire screen at once. As a result, you may not be able to view multiple items of interest at the same time, such as information located at opposite edges of the screen. The Freeze window solves this problem by allowing you to monitor a selected area of the screen, while you simultaneously view and work in other areas of the screen. Here's how it works...

Using the Freeze tool, you select an area of the screen that you want to monitor. When you've completed your selection, the Freeze window automatically appears on top of the Full zoom window displaying the selected area. The Full zoom window continues to operate normally, tracking all on-screen activity and allowing you to navigate and work in all areas of the screen.

► To set up a Freeze window



1. Set the zoom window type to **Full**.
2. On the **Magnifier** toolbar, select **Type ► Freeze ► New**.

The Freeze tool becomes active.

Hotkey: CTRL + SHIFT + N

3. Move the mouse pointer until the area you want to freeze is scrolled into view.
4. Hold down the left button, drag to selection rectangle around the desired freeze area and release the button.

When you complete the drag, the Freeze window will appear with sizing handles on the frame.

5. To size the window, drag any handle. To move the window, drag inside the window frame. To scroll the contents of the window, hold down **CTRL** and drag inside the window frame.
6. To exit the Freeze tool, right click or press **ESC**.

Note: The Freeze window can be resized or moved using the Adjust tool.

► To enable and disable the Freeze window

On the **Magnifier** toolbar, choose **Type ► Freeze ► Enable** (or **Type ► Freeze ► Disable**).

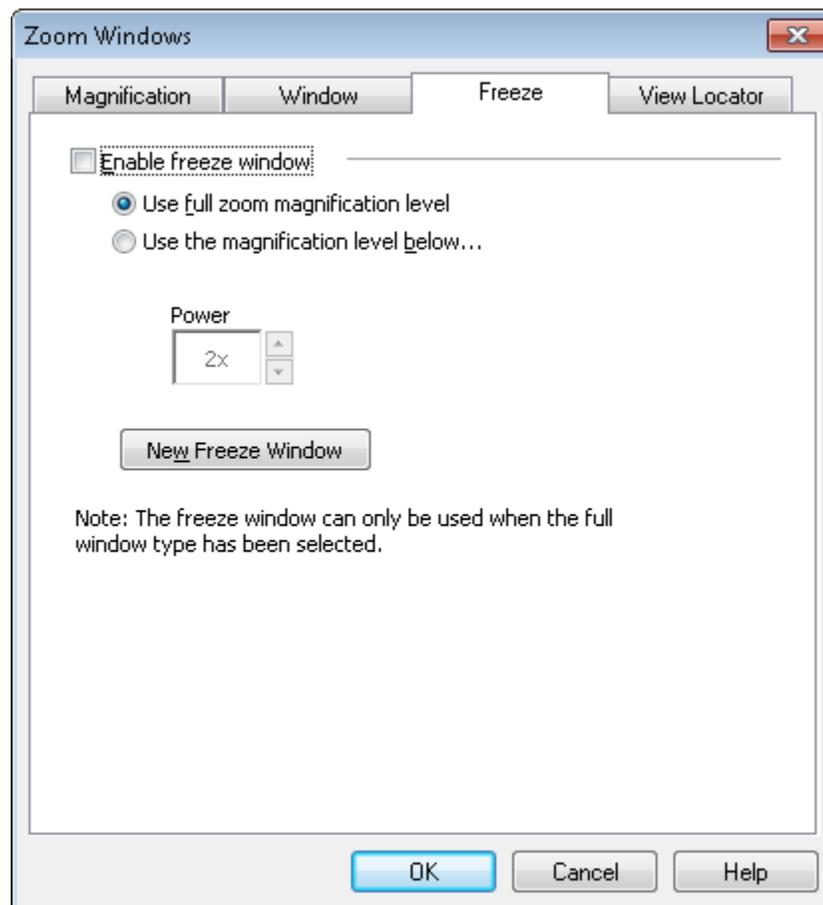
Hotkey: **CTRL + SHIFT + E**

► To adjust the Freeze window options

1. In the **Magnifier** menu, choose **Freeze Window...**

The Zoom Windows dialog appears with the Freeze tab displayed.

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



Freeze tab

The following table describes the Freeze window settings.

Setting	Description
<u>E</u> nable freeze window	Enables the Freeze window (when the zoom window type is set to Full).
Use <u>f</u> ull zoom magnification level	Sets the Freeze window to use the same magnification level as the Full zoom window.
Use the magnification level <u>b</u> elow	Allows the Freeze window to use its own magnification level (set using the Power spinbox).
Power	Sets the Freeze window's magnification level. Magnification levels include: 1x to 8x in steps of 1, 10x to 16x in steps of 2, 20x to 36x in steps of 4x, and fractional powers of 1.25x, 1.5x, 1.75x and 2.5x.
<u>N</u> ew Freeze Window	Activates the Freeze Tool.

Using View Mode and the View Locator

View mode shows you the area of the screen that is currently being magnified and allows you to select a new area to zoom in on. When view mode is activated, magnification turns off and the view locator appears in the normal screen. By moving the view locator, you can select a new area to zoom in on.

► To use View Mode

1. In the **A**ctions menu, choose **V**iew Mode.

Magnification is temporarily turned off and the view locator appears.

Hotkey: **CTRL + SHIFT + V**

2. Move the view locator to the desired screen location.
3. Click to zoom-in on the new location.

Magnification is restored with the selected screen area displayed.

You can configure the view locator to appear in a variety of shapes and colors. The view locator can also be enabled to appear in normal (unmagnified) portions of the screen when using Overlay or Docked zoom windows.

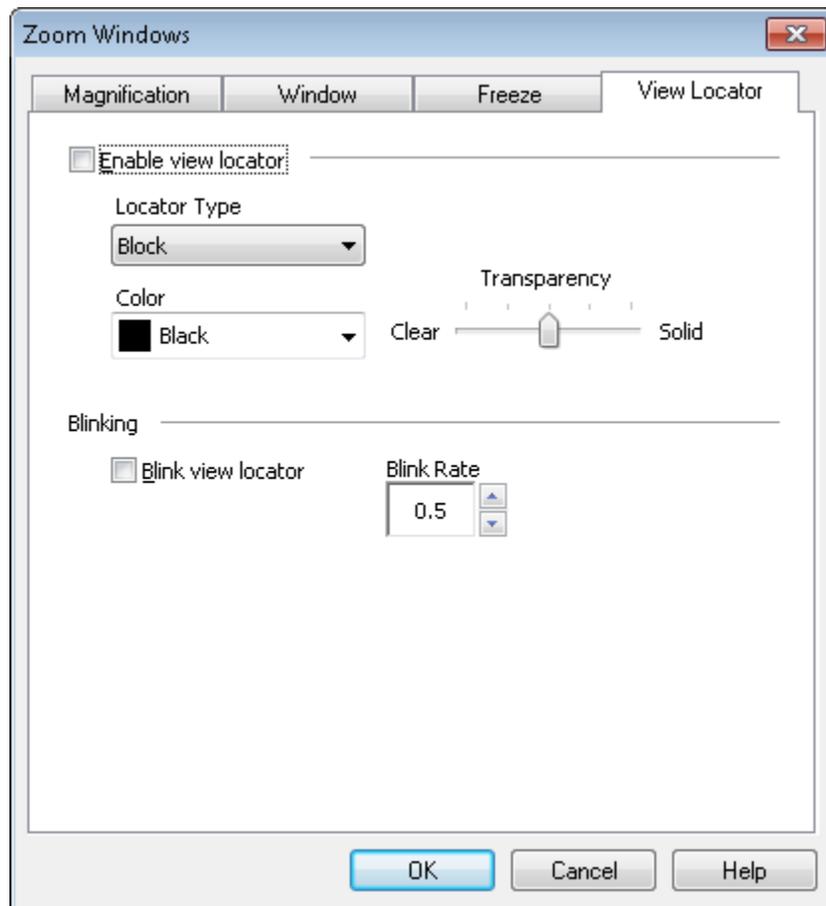
► **To enable and configure the view locator**

1. In the **Magnifier** menu, choose **View Locator...**

The Zoom Window dialog appears with the View Locator tab displayed.

2. Make sure the **Enable view locator** box is checked.
3. Adjust the locator options as desired.
4. Click the **OK** button.

Note: The view locator can be enabled and disabled using the Locator command: **CTRL + SHIFT + L**.



View Locator tab

The following table describes the View Locator settings.

Setting	Description
<u>E</u> nable view locator	Enables the display of the view locator.
Locator Type	Selects the type of view locator that is displayed: Block, Inverted Block, Frame or Cross.
Color	Selects the color that the view locator will appear in.
Transparency	Sets the level of transparency for the view locator. The transparency level controls the amount of the desktop image that is visible through the view locator.
<u>B</u> link view locator	Turns locator blinking on or off.
Blink Rate	Sets the blink rate for the view locator in seconds (from .5 to 5, in increments of .5).

Dual Monitor Support

When using a computer equipped with two monitors, ZoomText's Dual Monitor Support allows you to use the primary and secondary monitors to double the width of the magnified view (Primary Span), duplicate the magnified view (Primary Clone), or simultaneously see a magnified and unmagnified view of the screen (Primary with 1x). ZoomText's dual monitor views are designed to enhance productivity and comfort for individual users (working alone) or a group of users (low vision and normal sighted) that are working together on the same system.



Primary Span

Primary Span extends ZoomText's magnified view across the primary and secondary monitors, doubling the amount of information that can be seen at any time. With twice as much information in view you can work with greater speed and comfort than is possible when using a single monitor.



Primary Clone

Primary Clone displays the same magnified view on your primary and secondary monitors. This mode is useful when two or more users need to see the same magnified view, but are not seated so that they can share a single monitor.



Primary with 1x

Primary with 1x displays a magnified view on your primary monitor and an unmagnified view on your secondary monitor. This mode is useful when a low-vision user and normal-sighted user are working together on the same system. The low-vision user can zoom-in to the desired level (on the primary monitor) while the normal-sighted user sees the unmagnified view on the secondary monitor.

Dual Monitor System Requirements

To use ZoomText's Dual Monitor Support your system must have the following hardware and software:

- A desktop or laptop computer with a dual-head video card or two video cards
- Two computer monitors (any combination of CRT or LCD)

Note: For best viewing in Primary Span view, we recommend using a matched set of LCD monitors (size wise) that are positioned immediately side by side. This configuration provides a magnified view that's seamless and aligned.

Required Display Settings

In addition to the system requirements for using ZoomText's dual monitor feature, the Windows display settings for your primary and secondary monitors must be configured as follows:

- The extended desktop option must be enabled.
- The screen resolution and color quality must be set to equal values.
- The physical arrangement of your primary and secondary monitors must be horizontally aligned.

In Windows 7 and Windows XP, ZoomText will automatically adjust these settings for you when you enable the dual monitor feature. In Windows Vista you must manually enable the extended desktop, as follows:

1. Select **Start ► Control Panel ► Appearance and Personalization ► Adjust Screen Resolution**.

The Display Properties dialog appears.

2. Select the **Settings** tab.
3. Click on the box labeled '2', then click **Extend my Windows desktop onto this monitor**.
4. Click the **OK** button.

Using ZoomText's Dual Monitor Support

The first time you start ZoomText, it will automatically detect the presence of two monitors on your system and ask if you want to enable the dual monitor feature. If you choose 'Yes', ZoomText will enable the dual monitor feature in Primary Span view (default). However, you can enable and disable the dual monitor feature or select a different dual monitor view at any time.

▶ To enable and disable the dual monitor feature

- On the Magnifier toolbar, select **Type ▶ Dual Monitor ▶ Enable (or Disable)**.

Hotkey: **WINDOWS + SHIFT + D**

▶ To select a dual monitor view

- On the Magnifier toolbar, select **Type ▶ Dual Monitor**, and then select the desired dual monitor view – **Primary Span**, **Primary Clone**, or **Primary with 1x**.

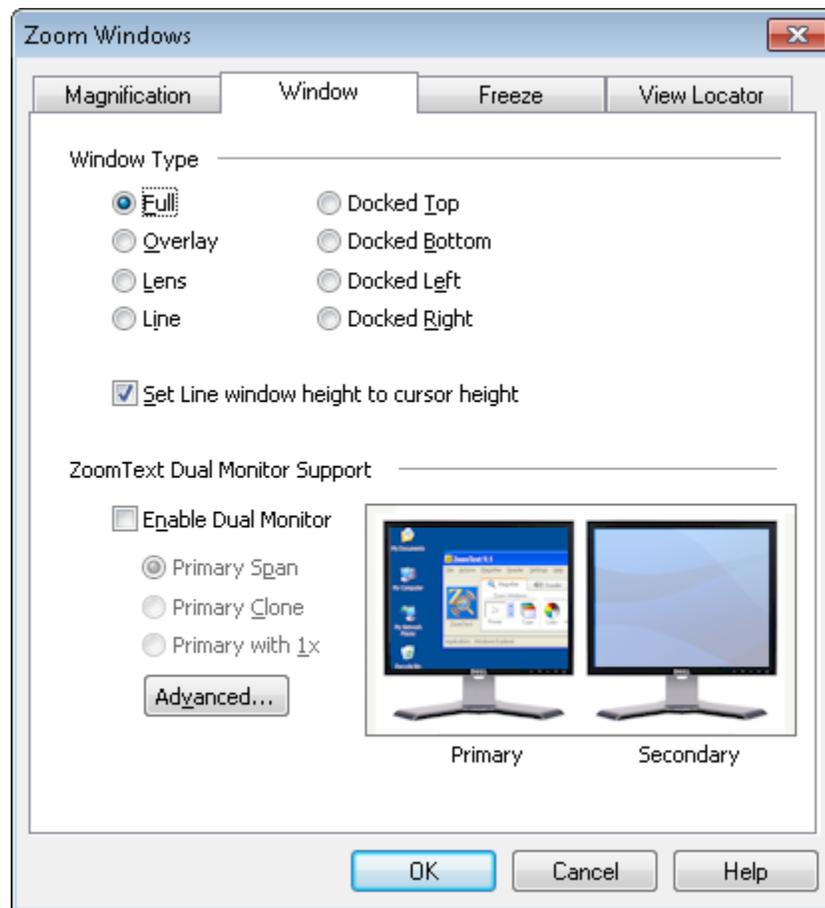
Hotkey: **WINDOWS + SHIFT + Z**
Cycle through the dual monitor views.

A dual monitor view can also be selected in the Zoom Windows dialog, as follows:

1. In the **Magnifier** menu, choose **Zoom Windows...**

The Zoom Windows dialog appears with the Window tab displayed.

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



Window tab

The following table describes the Dual Monitor Support settings.

Setting	Description
<p>Enable Dual Monitor</p>	<p>Enables ZoomText's dual monitor support.</p> <p>Note: When you enable Dual Monitor Support any applications located on the extended desktop are moved to the primary desktop.</p> <p>When you disable Dual Monitor Support your extended desktop is re-enabled. Applications can then be moved back onto the extended desktop.</p>
<p>Primary Span</p>	<p>Primary Span displays a Full magnified view of your primary desktop that spans across the primary and secondary monitors. This mode doubles the width of your magnified view. With twice as much area in view scrolling is reduced and productivity is increased.</p>

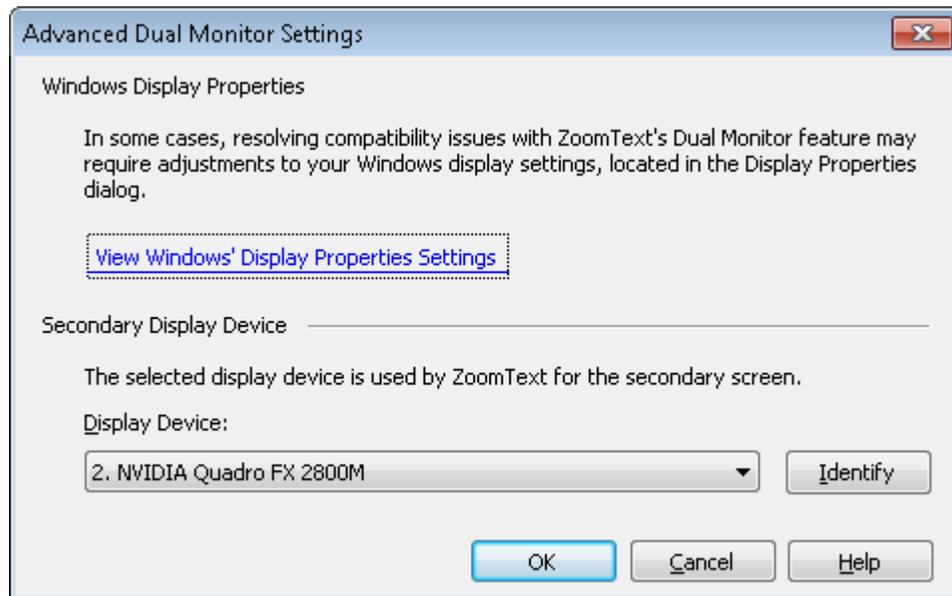
(Continued)

Primary <u>C</u>lone	Primary Clone displays a magnified view of your primary desktop on both the primary and secondary monitors. This mode is useful when two or more users need to see the same magnified view, but are not seated so that they can share a single monitor.
Primary with <u>1</u>x	Primary with 1x displays a magnified view of your primary desktop on the primary monitor and a 1x view of your primary desktop on your secondary monitor. This mode is useful when a low-vision user and normal-sighted user are working together on the same system. The low-vision user can zoom-in and out as needed on the magnified screen while the normal-sighted user views the unmagnified (1x) screen.
Adv<u>a</u>nced	Displays settings for identifying and selecting a secondary display device and allows you to open and adjust settings in the Windows Display Properties dialog (sometimes used to resolve compatibility issues).

Advanced Dual Monitor Settings

ZoomText's Advanced Dual Monitor Settings allow you to select a display device to use for your secondary screen (on systems configured with three or more display devices), and provides quick access to the Windows display properties settings.

- ▶ **To access the Advanced Dual Monitor Settings**
 - In the Window tab of the Zoom Windows dialog, select **Advanced**.



Advanced Dual Monitor Settings dialog

The following table describes the Advanced Dual Monitor Settings.

Setting	Description
View Windows' Display Properties Settings	Opens the Windows Display Properties Settings dialog box.
<u>D</u> isplay Device	Displays a list of display devices that can be used by ZoomText for the secondary monitor.
<u>I</u> dentify	Identifies the secondary monitors on your system. On systems configured with two monitors, a large 'Z' is displayed on the secondary monitor. On systems configured with three or more monitors, an identifying number appears on each of the secondary monitors (e.g. 1, 2, 3).

Using ZoomText with Dual Monitors Disabled

When ZoomText's dual monitor support is disabled, ZoomText will magnify and speak applications and documents located on the primary desktop. You can move application windows onto the secondary desktop, but they will not be magnified or spoken.

Primary Monitor and Physical Arrangement

On a system configured with multiple monitors, Windows provides settings that allow you to select which monitor will be the primary monitor (that is where your Windows taskbar appears), and to tell Windows how your monitors are physically arranged in your workspace.

More about selection of the primary monitor

On a system configured with multiple monitors, Windows numbers each monitor device, as displayed in the Settings tab of the Display Properties dialog. By default, monitor 1 is configured as the primary display with monitor 2 configured as the secondary display, and so on.

Although Windows normally sets monitor 1 as the primary display, on some systems you can select another numbered monitor to operate as the primary monitor. Whichever monitor you select as your primary monitor, ZoomText will use that monitor for its primary display.

More about physical arrangement of multiple monitors

By arranging the monitors in the Display Properties dialog as they are physically arranged on your desktop, Windows can properly configure the extended desktop so that you can intuitively move the mouse and application windows directly across from one monitor to another, as if it were one seamless screen.

When using ZoomText's Dual Monitor feature in Span View, it is important that your monitors are properly arranged in the Display Properties dialog, so that the two magnified screens line up to provide a seamless magnified view.

Using the Dual Monitor Feature with Three or More Monitors

When activating ZoomText's dual monitor feature on a system configured with three or more monitors, the following will occur:

- All application windows that are located on the secondary displays (monitor devices 2 and greater) will be moved to the primary screen.
- ZoomText will utilize the primary display and the secondary display selected in ZoomText's advanced dual monitor settings. To access the advanced settings, from the ZoomText menu bar, choose **Magnifier ► Zoom Windows... ► Advanced** (button).
- Additional display devices will display the Windows desktop wallpaper, but they cannot be accessed and used. That is, you cannot move the mouse or application windows into these areas.

Dual Monitor Troubleshooting

This Help topic's provides information for troubleshooting problems that can occur when using ZoomText's dual monitor feature.

ZoomText asked "Do you see a yellow 'Z' on your secondary monitor", but I did not see the 'Z'.

This problem can occur for the following reasons:

- You have a second monitor, but it is not properly attached to your computer, not connected to a power source, or not switched on. Check the connections for your second monitor and make sure it is switched on.
- Your system is configured with a video card (or cards) that support a secondary monitor, but you do not have a second monitor on your workstation. Attach a second monitor to your system or do not attempt to enable the dual monitor feature.

ZoomText asked "Do you see a yellow 'Z' on your secondary monitor". I saw the yellow 'Z' but when I clicked the 'Yes' button ZoomText displayed a message saying "ZoomText was unable to activate the dual monitor feature..."

This problem occurs for the following reason:

- ZoomText was unable to adjust the primary and secondary display settings so that they have matching screen resolutions and color quality. Note: Matched settings are required. You must manually adjust these settings so that they have matched values.

To adjust the screen resolutions and color quality for your primary and secondary monitors:

1. In Windows 7:

Select **Start ► Control Panel ► Display ► Adjust Resolution**.

In Windows Vista:

Select **Start ► Control Panel ► Appearance and Personalization ► Adjust Screen Resolution**.

In Windows XP:

Select **Start ► Control Panel ► Display ► Settings (tab)**.

The Windows display settings appear.

2. Click on the display box labeled '1' (or the number that represents your primary monitor), and then select the desired Screen Resolution and Color Quality.

3. Click on the display box labeled '2' (or the number that represents your secondary monitor), and then select the same Screen Resolution and Color Quality that you chose for '1'. If you cannot select equal values, repeat steps 3 and 4 choosing a lower resolution or color quality.
4. Click the **OK** button.

ZoomText asked "Please select the number displayed on your secondary monitor", but you didn't see a number on the monitor you want to use.

This problem can occur for the following reasons:

- You have a second monitor, but it is not properly attached to your computer, not connected to a power source, or not switched on. Check the connections for your second monitor and make sure it is switched on.
- Your system is configured with a video card (or cards) that support a secondary monitor, but you do not have a second monitor on your workstation. Attach a second monitor to your system or do not attempt to enable the dual monitor feature.

Note: This problem can only occur on systems that are configured with three or more display devices.

In Windows Vista, ZoomText informs you that "The desktop must be manually extended in order to utilize the dual monitor feature. Extend the desktop and restart ZoomText."

To enable the extended desktop in Windows Vista:

1. Select **Start ► Control Panel ► Appearance and Personalization ► Adjust Screen Resolution.**

The display settings appear.

2. Click on the box labeled '2' (or the number that represents your secondary monitor), and then click **Extend my desktop onto this monitor.**
3. Click the **OK** button.

Your system has three (or more) monitors and when the ZoomText dual monitor feature is enabled you cannot move the mouse pointer into the third monitor.

This is normal behavior. ZoomText's dual monitor feature only supports two monitors. When ZoomText's dual monitor feature is enabled the third monitor cannot be accessed.

Your system has three (or more) monitors and when you attempted to activate ZoomText's dual monitor feature, ZoomText displayed a message saying "ZoomText was unable to activate the dual monitor feature..."

This error will occur if you have three or more active monitors and the primary monitor and selected secondary monitor are not positioned adjacently in the Display Properties dialog. To correct this problem, you must reposition the monitors as follows:

1. In Windows 7:

Select **Start ► Control Panel ► Display ► Adjust Resolution**.

In Windows Vista:

Select **Start ► Control Panel ► Appearance and Personalization ► Adjust Screen Resolution**.

In Windows XP:

Select **Start ► Control Panel ► Display ► Settings** (tab).

The Windows display settings appear.

2. Drag the numbered box that represents your secondary monitor so that it is positioned next to the primary monitor.
3. Click the **OK** button.

When using Span View the left half of the magnified view is on the right and vice versa.

The position of your primary and secondary monitors must be switched in the Display Properties dialog, as follows:

1. In Windows 7:

Select **Start ► Control Panel ► Display ► Adjust Resolution**.

In Windows Vista:

Select **Start ► Control Panel ► Appearance and Personalization ► Adjust Screen Resolution**.

In Windows XP:

Select **Start ► Control Panel ► Display ► Settings (tab)**.

The Windows display settings appear.

2. Switch the positions of the boxes representing your primary and secondary monitors.
3. Click the **OK** button.

ZoomText only magnifies and scrolls across half of the desktop area.

This problem can occur for the following reasons:

- ZoomText's dual monitor feature is enabled and you are only looking at one of your monitors. The other half of the desktop area is displayed on the second monitor.
- ZoomText detected support for two monitors on your system and although you do not have a second monitor, you chose to enable the dual monitor support.
- You chose to activate dual monitor support while you had two monitors attached to your system, but you are now running your system with only one monitor. Note: ZoomText is not able to detect that the second monitor is no longer present.

To disable ZoomText's dual monitor support:

- On the Magnifier toolbar, select **Type ▶ Dual Monitor ▶ Disable**.

You can also disable ZoomText's dual monitor feature using the Dual Monitor On/Off hotkey: **WINDOWS + SHIFT + D**.

Screen Enhancements

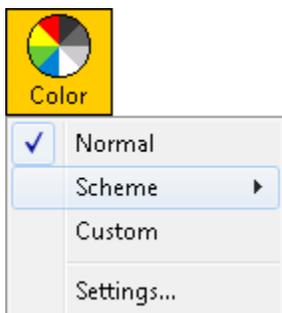
Screen enhancements improve the legibility of the screen. With these settings you can:

- Adjust screen colors for improved contrast and clarity.
- Modify the mouse pointer and text cursor, making them easier to see and follow.
- Apply focus enhancements, making it easy to see and follow the control focus.
- Apply font enhancements for sharp print-quality text that's easy to read at all magnification levels.

Color Enhancements

Color enhancements improve clarity of text and graphics, providing easier viewing and reduced eyestrain. The color enhancement options consist of a variety of filter effects that adjust color, contrast and brightness. You can choose from preset color schemes or configure your own custom color settings.

► To choose a preset color scheme



On the **Magnifier** toolbar, select **Color** ► **Scheme**, and then select the desired color scheme.

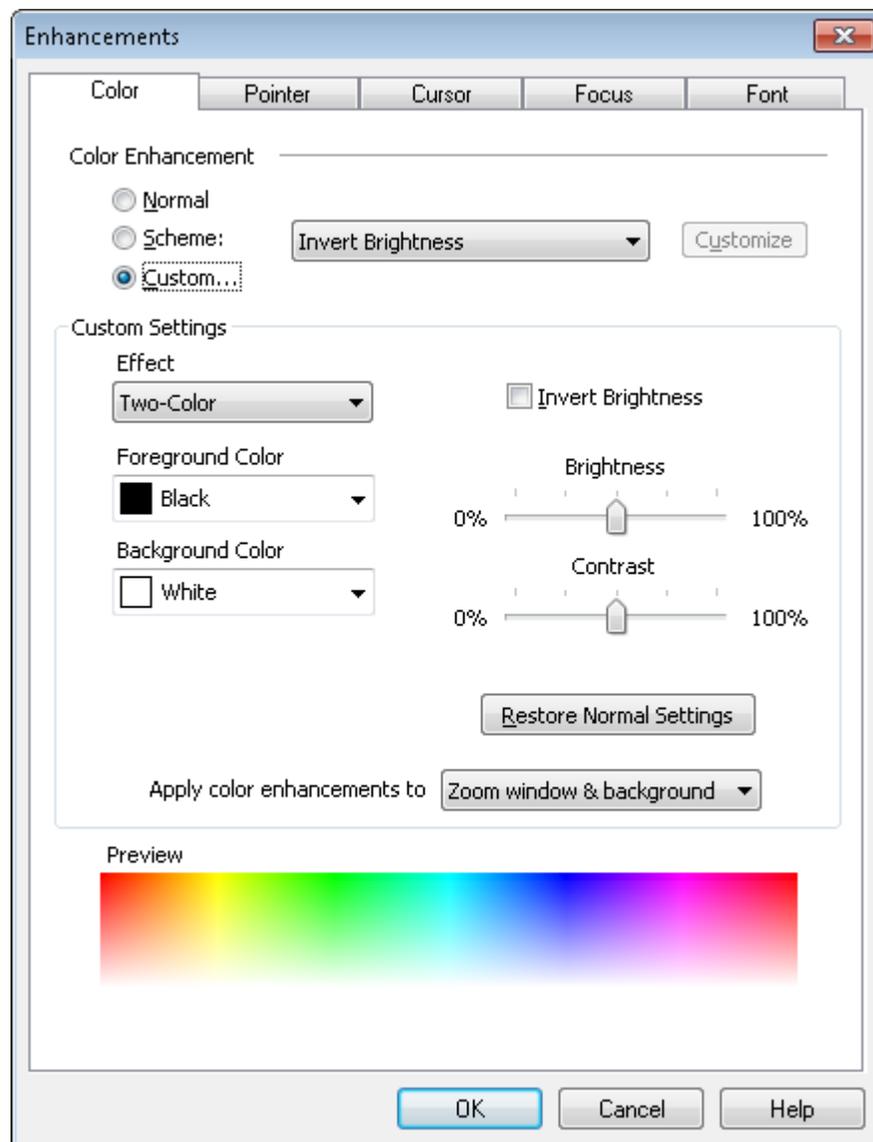
Note: You can turn color enhancements on and off using the Color Enhancements On/Off hotkey: **CTRL + SHIFT + C**.

► **To configure custom color settings**

1. In the **Magnifier** menu, choose **Color Enhancements...**

The Enhancements dialog appears with the Color tab displayed.

2. Select **Custom...**
3. Adjust the custom settings as desired.
4. Click the **OK** button.



Color tab

The following table describes the Color Enhancement settings.

Setting	Description
<u>N</u> ormal	Disables all color enhancements.
<u>S</u> cheme:	Activates a preset color scheme (selected in the neighboring combo box).
<u>C</u> ustom...	Activates the Custom Settings , allowing you to create your own custom color scheme.
<u>C</u> ustomize	Activates and configures the Custom Settings to match the selected preset color scheme. This allows you to use a preset scheme as the starting point for a custom scheme.
<u>E</u> ffect	Selects the type of color effect and activates the associated settings. None No filtering is applied. Black and White Converts all screen colors to equivalent shades of gray. Reverse Video Inverts all screen colors.

(Continued)

Dyed Transforms all screen colors to a single hue while preserving their light and dark values. When the Dye effect is selected, a **Color** combo box appears, allowing you to select the dye color.

Two-Color Transforms all screen colors to a two-color spectrum. When the Two-Color effect is selected, **Foreground Color** and **Background Color** combo boxes appear, allowing you to define the two-color spectrum.

Replace Color Replaces one screen color with another. When the Replace Color effect is selected, **Replace** and **With** combo boxes appear, allowing you to choose the color to replace and the replacement color.

Remove Color Removes a selected color from the screen. When the Remove Color effect is selected, a **Color to Remove** combo box appears allowing you to choose the color that you want to remove. A **Bandwidth** slider also appears, allowing you to expand the range of color removal to hues close to the selected color.

(Continued)

<u>I</u>nvert Brightness	Inverts the brightness of all screen colors. Light colors become dark and vice-versa.
Color Level	Adjusts the amount of color saturation on the screen. At 0%, color is completely removed and the screen resembles black and white television. At 100%, colors are intensified. Note: This setting is only available when Effect is set to 'None'.
Bandwidth	Increases the range of color replacement or color removal to include all shades of the selected color. Note: This setting is only available when Effect is set to 'Replace Color' or 'Remove Color'.
Brightness	Increases or decreases the brightness of the screen image from 0% to 100%. Normal brightness is 50%.
Contrast	Increases or decreases the contrast of the screen image from 0% to 100%. Normal contrast is 50%.
<u>R</u>estore Normal Settings	Restores Brightness and Contrast to 50% (normal).

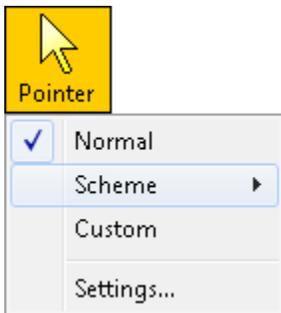
(Continued)

Apply color enhancements to	Determines whether color enhancements are applied to the zoom window, background (normal screen) or both.
Preview	Displays the color spectrum as it will appear with the selected color enhancements.

Pointer Enhancements

Pointer enhancements make it easy to locate and follow the mouse pointer. You can adjust the size and color of the pointer and activate a locator that emphasizes the pointer's position on the screen. You can choose from preset pointer schemes or configure your own custom pointer settings.

► To choose a preset pointer scheme



On the **Magnifier** toolbar, select **Pointer** ► **Scheme**, and then select the desired pointer scheme.

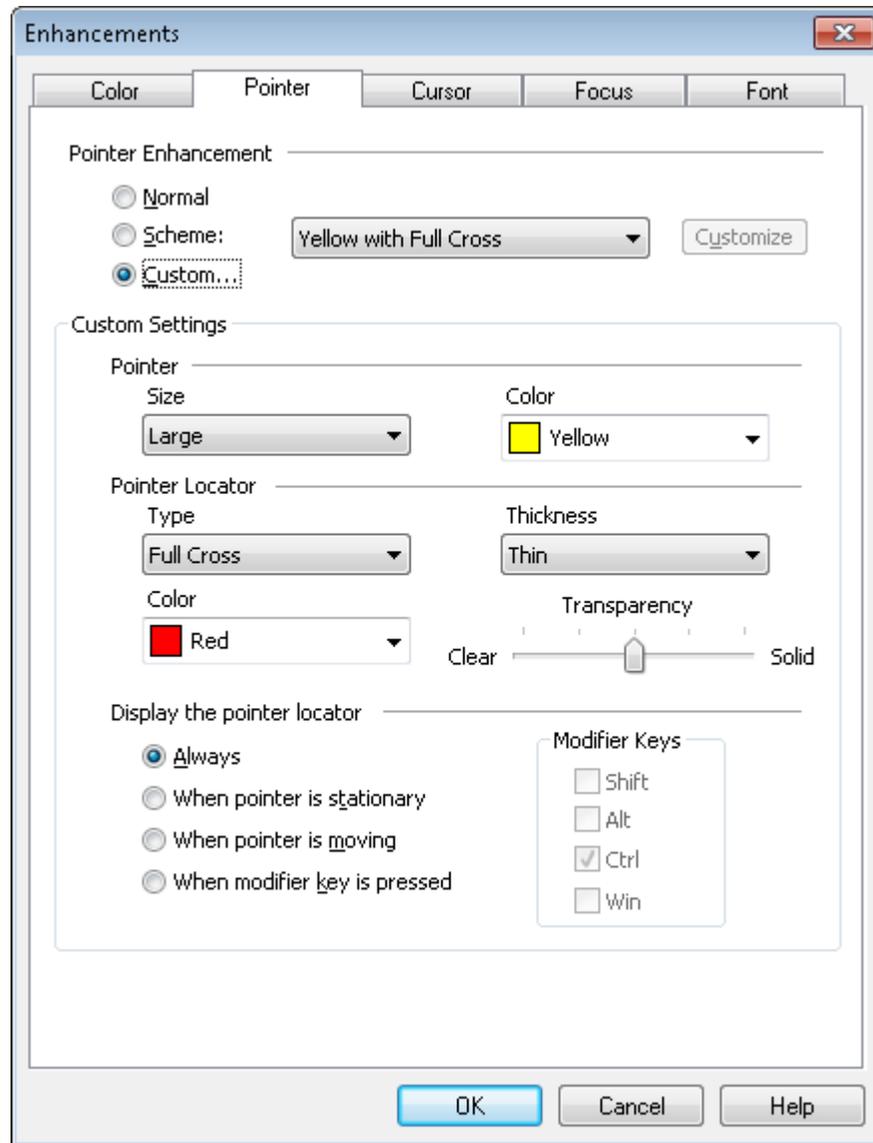
Note: You can turn pointer enhancements on and off using the Pointer Enhancements On/Off hotkey: **CTRL + SHIFT + P**.

► To configure custom pointer settings

1. In the **Magnifier** menu, choose **Pointer Enhancements...**

The Enhancements dialog appears with the Pointer tab displayed.

2. Select **Custom...**
3. Adjust the custom settings as desired.
4. Click the **OK** button.



Pointer tab

The following table describes the Pointer Enhancement settings.

Setting	Description
<u>N</u> ormal	Disables all pointer enhancements.
<u>S</u> cheme	Enables a preset pointer scheme (selected in the neighboring combo box).

(Continued)

<u>C</u> ustom...	Activates the Custom Settings , allowing you to create your own custom pointer scheme.
<u>C</u> ustomize	Activates and configures the Custom Settings to match the selected preset pointer scheme. This allows you to use a preset scheme as the starting point for a custom scheme.
Size	Sets the size of the enhanced mouse pointer to standard (1x), large (2x) or extra large (4x) sizes.
Color (pointer)	Sets the color for the mouse pointer.
Type	<p>Selects the type of pointer locator:</p> <p>Circle Displays a circle that is centered over the pointer's hot spot.</p> <p>Sonar Displays animated circles that radiate inward toward the pointer's hot spot.</p> <p>Full Cross Displays a set of crosshairs that extend across the entire zoom window and intersect the pointer's hot spot.</p> <p>Crosshairs Displays a set of crosshairs that are centered over the pointer's hot spot.</p>

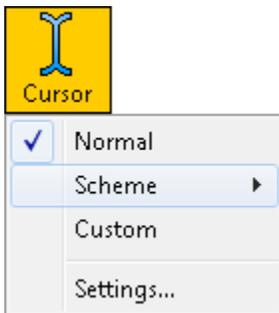
(Continued)

Color (locator)	Sets the color for the pointer locator.
Thickness	Sets the thickness of the pointer locator: Thin, Medium or Thick.
Transparency	Sets the level of transparency for the pointer locator. The transparency level controls the amount of the desktop image that is visible through the pointer locator.
<u>A</u> lways	The pointer locator is always displayed.
When pointer is <u>s</u> tationary	The pointer locator is only displayed when the pointer is stationary (not moving).
When pointer is <u>m</u> oving	The pointer locator is only displayed when the pointer is moving.
When modifier <u>k</u> ey is pressed	The pointer locator is only displayed when the pointer modifier keys are held down.
Modifier Keys	Selects a key or combination of keys that, when pressed, will display the pointer locator. Note: Display the pointer locator must be set to When modifier <u>k</u>ey is pressed.

Cursor Enhancements

Cursor enhancements make it easy to locate and follow the text cursor. A choice of high visibility locators mark the cursor's position, without obscuring the surrounding text. You can choose from preset cursor schemes or configure your own custom cursor settings.

► To choose a preset cursor scheme



On the **Magnifier** toolbar, select **Cursor** ► **Scheme**, and then select the desired cursor scheme.

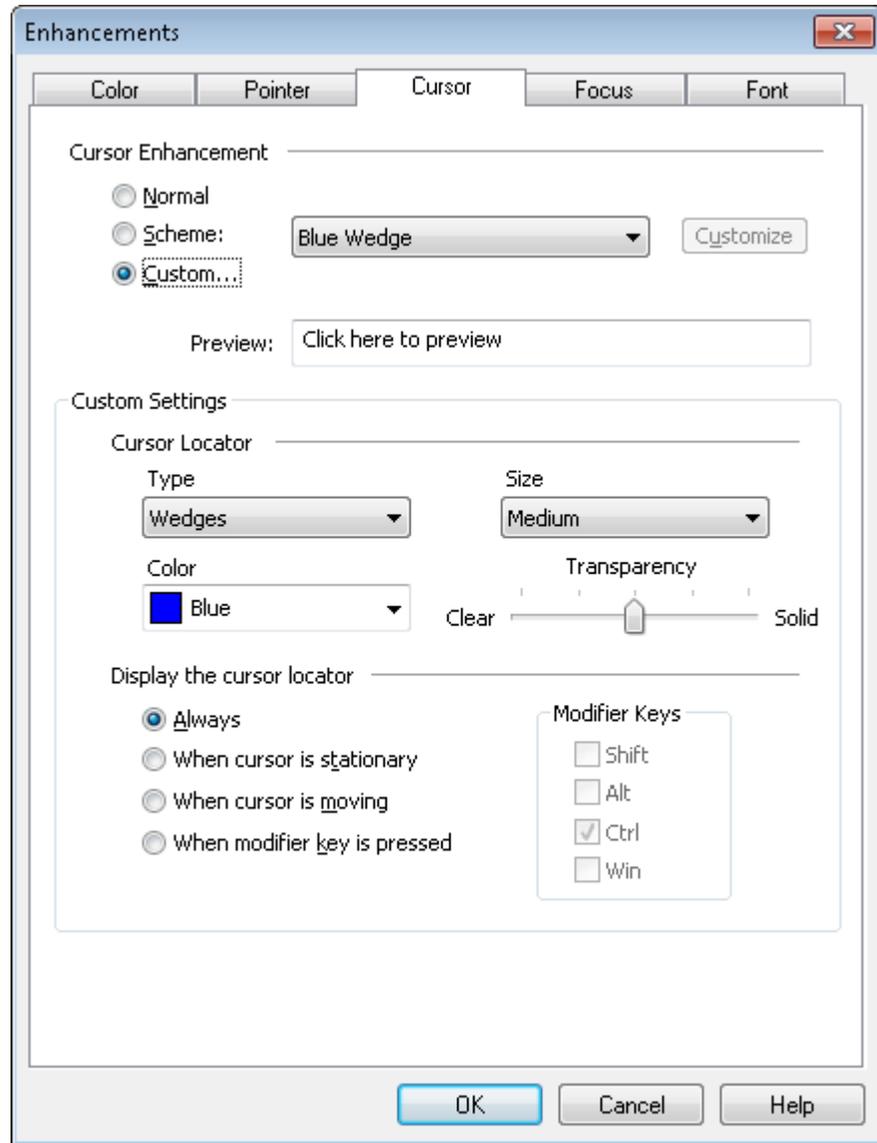
Note: You can turn cursor enhancements on and off using the Cursor Enhancements On/Off hotkey: **CTRL + SHIFT + R**.

► To configure custom cursor settings

1. In the **Magnifier** menu, choose **Cursor Enhancements...**

The Enhancements dialog appears with the Cursor tab displayed.

2. Select **C**ustom...
3. Adjust the custom settings as desired.
4. Click the **OK** button.



Cursor tab

The following table describes the Cursor Enhancement settings.

Setting	Description
<u>N</u> ormal	Disables all cursor enhancements.
<u>S</u> cheme	Activates a preset cursor scheme (selected in the neighboring combo box).
<u>C</u> ustom...	Activates the Custom Settings , allowing you to create your own custom cursor scheme.
<u>C</u> ustomize	Activates and configures the Custom Settings to match the selected preset cursor scheme. This allows you to use a preset scheme as the starting point for a custom scheme.
Preview	When you click in the Preview box a text cursor appears with the selected cursor enhancement settings.
Type	Selects the type of cursor locator: Wedges Displays triangular wedges above and below the cursor. Circle Displays a circle around the cursor. Frame Displays a rectangular frame around the cursor.

(Continued)

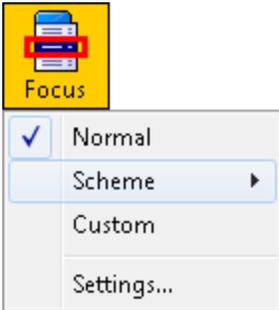
Size	Sets the size of the cursor locator: Thin, Medium or Thick.
Color	Sets the color for the cursor locator.
Transparency	Sets the level of transparency for the cursor locator. The transparency level controls the amount of the desktop image that is visible through the cursor locator.
<u>A</u> lways	The cursor locator is always displayed.
When cursor is <u>s</u> tationary	The cursor locator is only displayed when the cursor is stationary (not moving).
When cursor is <u>m</u> oving	The cursor locator is only displayed when the cursor is moving.
When modifier <u>k</u> ey is pressed	The cursor locator is only displayed when the cursor modifier keys are held down.
Modifier Keys	<p>Selects a key or combination of keys that, when pressed, will display the cursor locator.</p> <p>Note: Display the cursor locator must be set to When modifier <u>k</u>ey is pressed.</p>

Focus Enhancements

Focus enhancements make it easy to locate and follow the control focus when you tab and arrow key through menus, dialogs, toolbars, and other application controls.

When enabled, a choice of high visibility locators mark the position of the control with focus, without obscuring any surrounding text. You can choose from preset focus schemes or configure your own custom focus settings.

► To choose a preset focus scheme



On the **Magnifier** toolbar, select **Focus** ► **Scheme**, and then select the desired focus scheme.

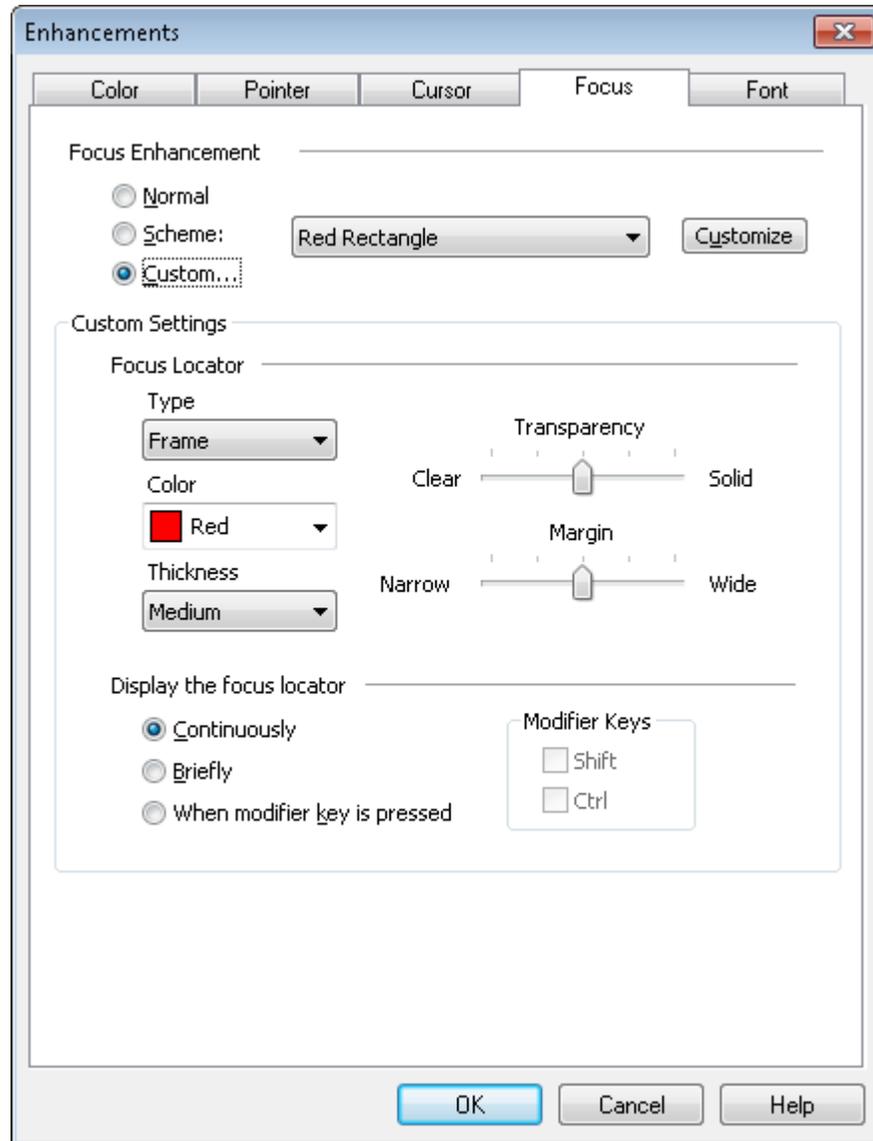
Note: You can turn focus enhancements on and off using the Focus Enhancements On/Off hotkey: **CTRL + SHIFT + O**.

► To configure custom focus settings

1. In the **Magnifier** menu, choose **Focus Enhancements...**

The Enhancements dialog appears with the Focus tab displayed.

2. Select **C**ustom...
3. Adjust the custom settings as desired.
4. Click the **OK** button.



Focus tab

The following table describes the Focus Enhancement settings.

Setting	Description
<u>N</u> ormal	Disables all focus enhancements.
<u>S</u> cheme	Activates a preset focus scheme (selected in the neighboring combo box).
<u>C</u> ustom...	Activates the Custom Settings , allowing you to create your own custom focus scheme.
<u>C</u> ustomize	Activates and configures the Custom Settings to match the selected preset focus scheme. This allows you to use a preset scheme as the starting point for a custom scheme.
<u>T</u> ype	Selects the type of focus locator: Block Displays a block over the control that has focus. Underline Displays a line beneath the control that has focus. Frame Displays a rectangular around the control that has focus.
<u>C</u> olor	Sets the color for the focus locator.
<u>T</u> hickness	Sets the thickness of the focus locator.

(Continued)

Transparency	<p>Sets the level of transparency for the focus locator. The transparency level controls the amount of the desktop image that is visible through the focus locator.</p> <p>Note: This setting is not available when the locator color is set to 'Invert'.</p>
Margin	<p>Increases or decreases the space between the control with focus and the focus locator.</p>
Continuously	<p>Enables continuous display of the focus locator (when a control has focus).</p>
Briefly	<p>Enables brief display of the focus locator. When a control receives focus the locator is displayed for 1.5 seconds.</p>
When modifier <u>key</u> is pressed	<p>The focus locator is only displayed when the focus modifier keys are held down.</p>
Modifier Keys	<p>Selects a key or combination of keys that, when pressed, will display the focus locator.</p> <p>Note: Display the focus locator must be set to When modifier <u>key</u> is pressed.</p>

Font Enhancements

With conventional screen magnifiers, the clarity of fonts (text characters) is degraded in the magnified view. As a result, many fonts are difficult to read, including; small fonts, serif and italic fonts, and most cursive and ornate fonts. These problems are eliminated with ZoomText's new 'xFont' text enhancement technology (patented).

With xFont, all font types are magnified with perfect clarity – at all magnification levels. In addition, xFont options allow you to fine-tune text legibility by applying **Smooth**, **Bold**, and **Condense** options. The Smooth option sharpens the edges of text characters. Bold increases the thickness of text characters. Condense increases the spacing between characters and/or lines of text.

If your system is too slow to support xFont, you can switch to Standard font enhancements, which displays medium quality text with faster system performance.

▶ **To switch font enhancement types**

Press the Font Enhancements hotkey: **CTRL + SHIFT + F**. Repeated presses of this hotkey cycles through the three enhancement type settings: **xFont**, **Standard** and **None**.

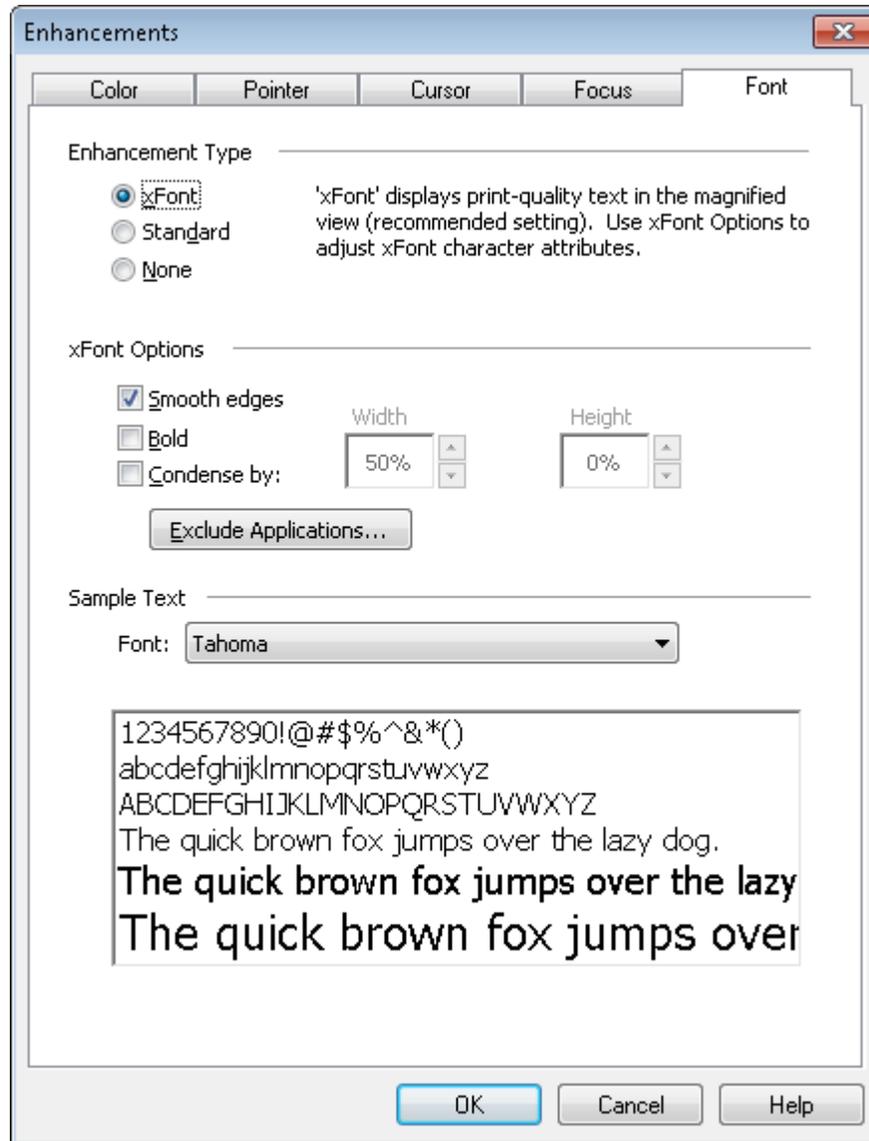
Note: You can also set the font enhancement type in the Font Enhancement dialog.

▶ **To configure font enhancement options**

1. In the **Magnifier** menu, choose **Font Enhancements...**

The Enhancements dialog appears with the Font tab displayed.

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



Font tab

The following table describes the Font Enhancement settings.

Setting	Description
<u>x</u> Font	<p>Displays print quality text in the magnified view.</p> <p>Note: xFont is the recommended and default font enhancement type.</p>
Standard	<p>Displays medium quality text in the magnified view. Use this setting when faster system performance is required.</p> <p>Note: The Standard enhancement type is not applied when using fractional magnification levels.</p>
<u>N</u> one	<p>Disables all smoothing of text and graphics. Use this setting when you want to view the magnified screen without any font enhancements.</p>
<u>S</u> mooth edges *	<p>Text character edges are smoothed.</p>
<u>B</u> old *	<p>Text characters are bolded.</p>
<u>C</u> ondense by *	<p>Each text character is condensed, increasing inter-character and line spacing.</p>
Width *	<p>Condenses the width of text characters from 0% (no condensing) to 100% (maximum condensing).</p>

(Continued)

Height *	Condenses the height of text characters from 0% (no condensing) to 100% (maximum condensing). *
Exclude Applications... *	Displays settings for excluding the use of xFont in problem applications. See "Excluding xFont in Problem Applications" below.
Font *	Displays a list of fonts available on your system. The selected font is displayed in the sample text box according to the selected enhancement type and xFont options.

* These settings only apply when using the xFont enhancement type.

Excluding xFont in Problem Applications

Some applications contain user-interface components that are not compatible with ZoomText's xFont feature, resulting in missing or corrupted text. When this occurs, you can exclude the use of xFont within the problem application by selecting (checking) the application's name in the **Exclude Applications** dialog box.

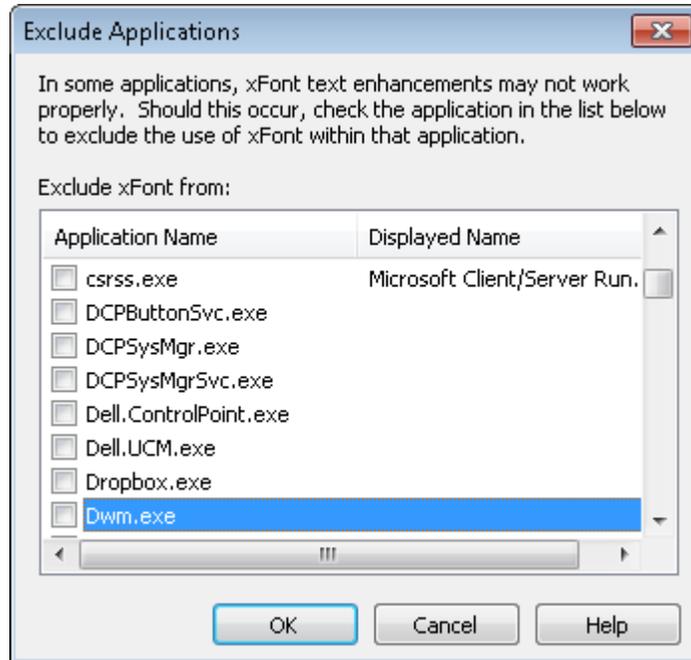
Note: Applications that have known conflicts with xFont have been excluded in the default ZoomText configuration.

► **To exclude xFont in selected applications**

1. In the Font Enhancements dialog, select **Exclude Applications...**

The Exclude Applications dialog appears.

2. In the **Exclude xFont from** listbox, check the applications in which you would like to exclude the use of xFont.
3. Click the **OK** button.



Exclude Applications dialog

The following table describes the Exclude Applications settings.

Setting	Description
Exclude xFont from:	Displays a list of applications that are currently running on the system. Checked applications are excluded from xFont processing; the Standard font enhancement type is applied in these applications.

Finders

ZoomText's Desktop, Web and Text Finders allow you to quickly find applications and documents, web page links, and text within the active application or the entire screen. With intuitive filters and search tools, you can quickly find any item of interest.

Desktop Finder

The Desktop Finder helps you find and open programs and documents located in the Windows desktop environment - including the quick launch bar, system tray and control panel. When executing the Desktop Finder, a dialog box displays a list of items located in the desktop environment. This list can be filtered and searched, allowing you to quickly locate the desired item. Desktop Finder 'Actions' allow you to open the item or view its properties.

► **To use the Desktop Finder**



1. On the **Magnifier** toolbar, select **Desktop**.

The Desktop Finder dialog appears.

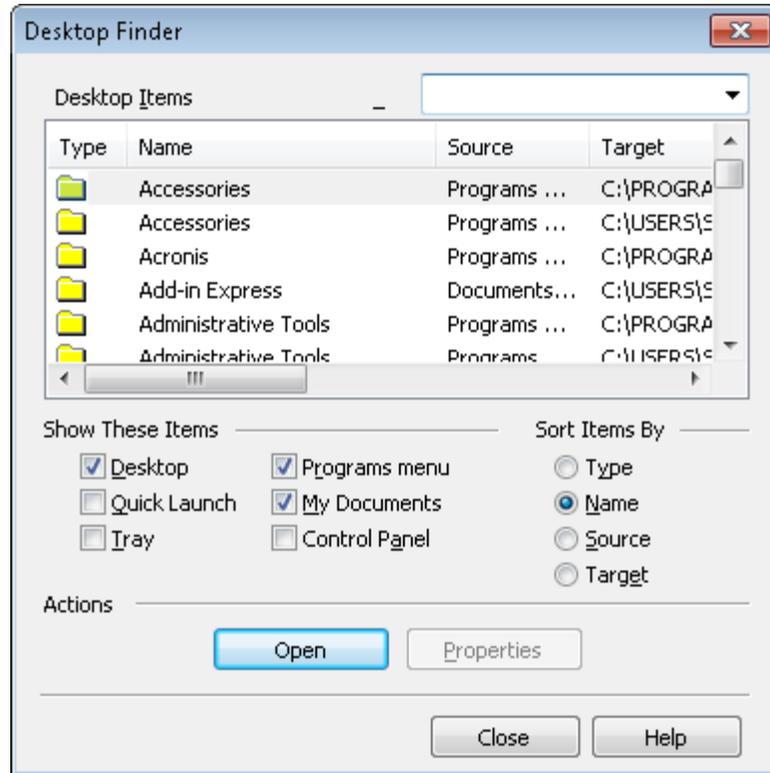
Hotkey: **CTRL + SHIFT + D**

2. Filter and sort the **Desktop Items** list by selecting the desired options under **Show These Items** and **Sort Items By**.
3. To narrow the search, type the information you are searching for in the **Search For** combo box, or select a recent entry from the combo box list.

*As you type, the **Desktop Items** list is automatically filtered to display only items that contain the search string.*

4. Select the desired item in the **Desktop Items** list.
5. Click the **Open** button to launch the selected program or open the selected folder.
6. Click the **Properties** button to view the properties for the selected item.

*When selecting the **Properties** button the Desktop Finder remains open, allowing you to repeat this action on other desktop items. To bring the Desktop Finder dialog back into view, switch the focus back to ZoomText by pressing **ALT + INSERT**, or click the ZoomText button in the Windows task bar.*



Desktop Finder dialog

The following table describes the Desktop Finder settings.

Setting	Description
Desktop <u>I</u> tems	Displays a list of desktop items - according to the selections under Show These Items and Sort Items By .
Search <u>F</u> or	Provides a place for you to type the information you want to search for; or you can select a recent entry from the combo box list. As you type, the Desktop Items list is automatically filtered to display only items that contain the search string.

(Continued)

<u>D</u> esktop	Programs, shortcuts and folders located on the Windows desktop are shown in the Desktop Items listbox.
<u>Q</u> uick Launch	Shortcuts located in the Quick Launch toolbar are shown in the Desktop Items listbox.
<u>T</u> ray	Utilities located in the system tray are shown in the Desktop Items listbox.
<u>P</u> rograms menu	Items in the Start ► Programs menu are shown in the Desktop Items listbox.
<u>M</u> y Documents folder	Items in the My Documents folder are shown in the Desktop Items listbox.
<u>C</u> ontrol Panel	Applets in the Control Panel are shown in the Desktop Items listbox.
<u>T</u> ype	The Desktop Items are sorted by type (programs, folders, documents and links).
<u>N</u> ame	The Desktop Items are sorted by name.
<u>S</u> ource	The Desktop Items are sorted by source (where the item came from, such as the Programs Folder).
<u>T</u> arget	The Desktop Items are sorted by target string (i.e. directory path or URL).
<u>O</u> pen	Opens the selected item.
<u>P</u> roperties	Displays the properties dialog for the selected item.

Web Finder

The Web Finder allows you to swiftly search, skim, navigate and read webpages. You can search for words or phrases throughout an entire webpage to find topics of interest. When you've found a topic of interest you can have Web Finder start reading from that location (ZoomText Magnifier/Reader only). Web Finder can also find and execute links and controls allowing you to seamlessly navigate between webpages. All of these actions are performed using Web Finder's simple toolbar/dialog and keyboard commands.

Web Finder provides two modes for searching webpages: Page Search and List Search. These modes and how to switch between them are described in the sections below.

Note: Web Finder can be used in popular web browsers including Internet Explorer and Firefox.

Starting Web Finder

► **To start Web Finder**



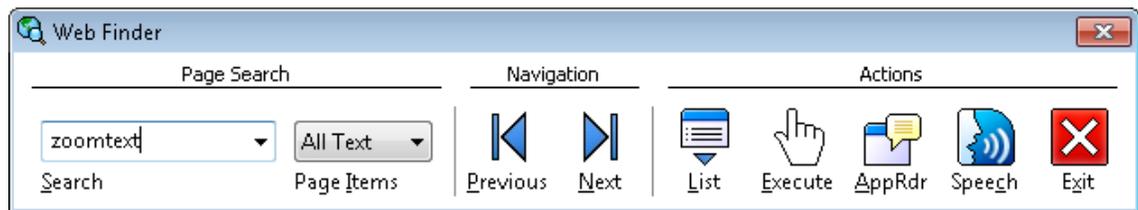
On the **Magnifier** toolbar, click the **Web** button.

The Web Finder toolbar/dialog appears.

Hotkey: **CTRL + SHIFT + W**

Page Search

Page Search displays a simple toolbar where you can type a word or phrase that you want to find and then navigate through all of the instances on the page. You can also limit the page search to specific webpage elements such as headings, links or controls.



Web Finder: Page Search toolbar

► To use Page Search

1. If Web Finder is currently in List Search mode, click the **List** button to switch to Page Search mode.
2. Select the type of **Page Items** that you want to search. Choose 'All Text' (recommended for most searches) to search for words or phrases anywhere on the page (including hidden labels for images and controls).
3. In the **Search** box, type a word or phrase that you want to find.

If the word or phrase does not exist in the selected type of page item the Search box will turn orange and the navigation buttons will be disabled (grayed out).

Note: When Page Items is set to 'All Text', you must type at least one character in the Search box to initiate a search. When Page Items is set to any other type, you can navigate through those items without entering a search word or phrase.

4. Click the **N**ext and **P**revious buttons to navigate forward and backward through the matching items.

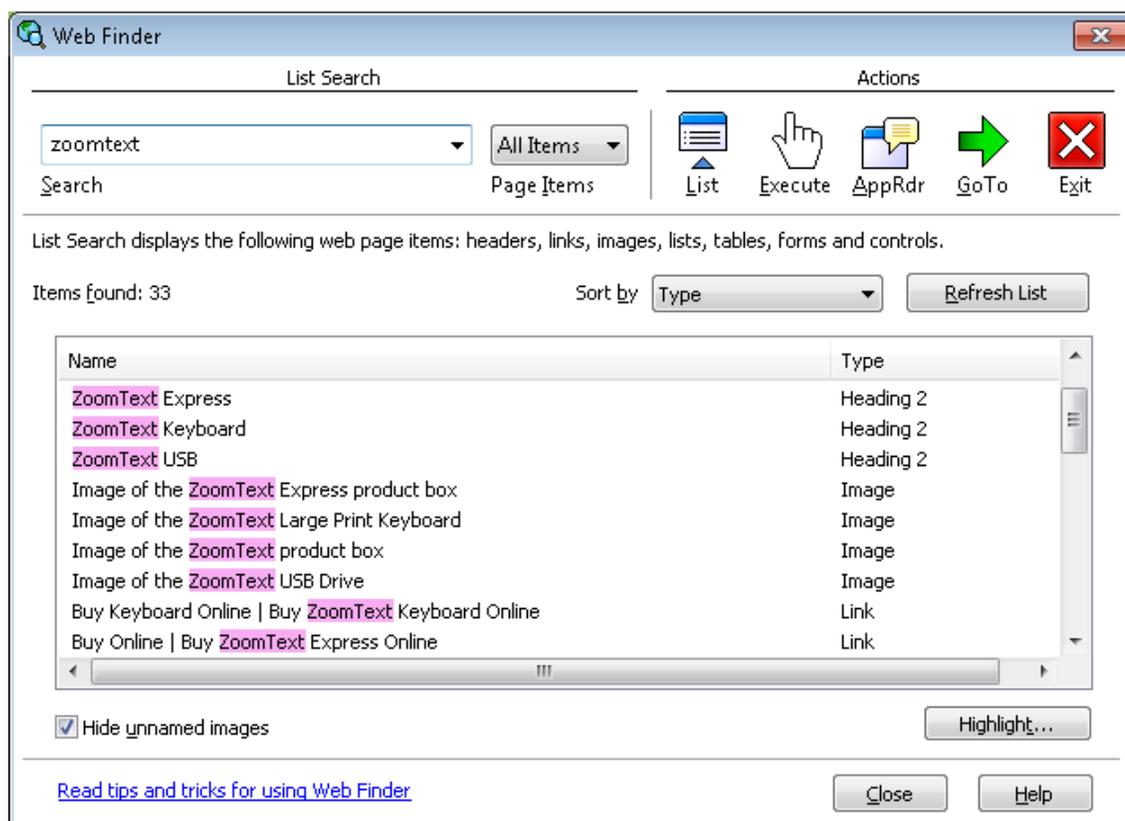
As you navigate each item is highlighted. When using ZoomText Magnifier/Reader (with Web Finder speech enabled), the sentence containing the item is announced.

5. To have Web Finder execute a link or control in the current item, click the **E**xecute button.
6. To have Web Finder start reading at the current item (using AppReader), click the **A**ppRdr button. *
7. To enable and disable Web Finder speech output, click the **S**peech button. *
8. To exit Web Finder, click the **E**xit button.

* In ZoomText Magnifier, the AppRdr and Speech options are not available so these buttons are disabled (grayed out).

List Search

List Search expands the toolbar into a dialog that displays a list of headings, links, controls and other common webpage elements that are located in the webpage. You can search, filter and sort the list to quickly locate an item of interest.



Web Finder: List Search toolbar/dialog

► **To use List Search**

1. If Web Finder is currently in **Page Search** mode, click the **List** button to switch to **List Search** mode.
2. In the **Page Items** combo box, select the type of items that you want to view in the **Items found** list.
3. To search (or filter) the list, type a word or phrase in the **Search** box.

As you type in the Search box the list is automatically filtered to display only items that contain the search string. The Search box turns orange when the typed word or phrase does not exist within the list of items.

4. Select the desired sorting order in the **Sort by** list box. You can also sort the list by clicking on the **Name** and **Type** headings at the top of the list.
5. To have Web Finder execute an item that contains a link or control, click the **Execute** button.
6. To have Web Finder start reading from the selected item (using AppReader), click the **AppRdr** button. *
7. To have Web Finder go to the location of the selected item, click the **GoTo** button.
8. To exit Web Finder, click the **Exit** button.

* In *ZoomText Magnifier*, the AppRdr option is not available so this button is disabled (grayed out).

▶ **Refreshing the list in List Search**

Some webpages contain areas of dynamically changing content, such as the top headlines on news sites or sports scores. When Web Finder starts or switches to List Search, it captures the current page content to populate the list and then ignores subsequent dynamic changes. If you know that the webpage has dynamically updated and want to update the Found items list, click the **Refresh List** button.

▶ **Hiding unnamed images in List Search**

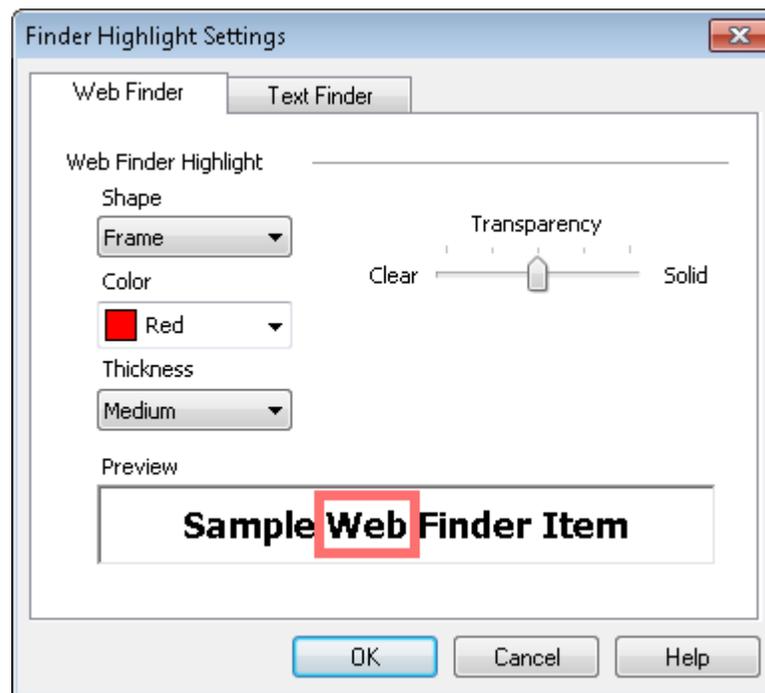
Many webpages contain images that are unnamed and ambiguous to the viewer. To keep these unnamed images from cluttering up the Found items list, place a checkmark next to **Hide unnamed items** checkbox.

Web Finder Highlight

The Web Finder highlight makes it easy to see and follow the current item found by Web Finder. The Web Finder highlight settings allow you to customize the appearance of the highlighting including the highlight shape, color and transparency level.

► **To configure the Web Finder highlight settings**

1. In the **Web Finder** dialog (List Search mode), click the **Highlight...** button.
2. Adjust the highlight settings as desired.
3. Click the **OK** button.



Web Finder Highlight dialog

The following table describes the Web Finder highlight settings.

Setting	Description
Shape	Sets the shape used to highlight the current search word/phrase or web page item: Block, Underline or Frame.
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.

Web Finder Keyboard Commands

The following keyboard commands can be used to operate Web Finder. Learning to use these commands will allow you to search, skim, navigate and read webpages even faster.

Commands	Keys
Start Web Finder	CTRL + SHIFT + W
Exit Web Finder	ESC
Next Item	ENTER, or CTRL + RIGHT
Previous Item	SHIFT + ENTER, or CTRL + LEFT
First Item (in filtered list)	CTRL + HOME
Last Item (in filtered list)	CTRL + END
Execute Item	CTRL + ENTER
AppReader	ALT + SHIFT + A
Toggle List Search (open/close)	ALT + L
Cycle Page Item Type Up	CTRL + UP
Cycle Page Item Type Down	CTRL + DOWN

(Continued)

Next Heading	CTRL + H
Previous Heading	CTRL + SHIFT + H
Next Heading Level 1 ... 6	CTRL + 1 ... 6
Previous Heading Level 1 ... 6	CTRL + SHIFT + 1 ... 6
Next Form	CTRL + F
Previous Form	CTRL + SHIFT + F
Next Table	CTRL + T
Previous Table	CTRL + SHIFT + T
Next Link	CTRL + L
Previous Link	CTRL + SHIFT + L
Next Control	CTRL + C
Previous Control	CTRL + SHIFT + C
Next Image	CTRL + I
Previous Image	CTRL + SHIFT + I
Next List	CTRL + S
Previous List	CTRL + SHIFT + S

Text Finder

The Text Finder helps you locate words or phrases within the active application window or the entire screen. After entering the text you want to search for, the Text Finder highlights and reads each found occurrence of the text or the entire line that contains the text.

Note: Text is not spoken by ZoomText *Magnifier*.

► To use the Text Finder



1. On the **Magnifier** toolbar, select **Text**.

The Text Finder dialog appears. For information on this dialog, see "Text Finder Settings" in this chapter.

Hotkey: **CTRL + SHIFT + T**

2. In the **Search For** box, type the word or phrase you want to search for.
3. Select any other Text Finder options you want to use.
4. Click the **Search** button.

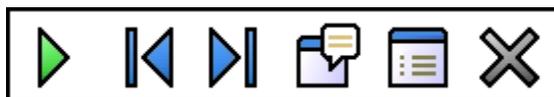
The Text Finder dialog is hidden and the first occurrence of the search text is highlighted and spoken according to the selected options. The Text Finder toolbar appears above the found text, providing controls for navigating and reading occurrences of the search text.

Note: Text is not spoken by ZoomText *Magnifier*.

5. To navigate to the next or previous occurrence of the search text, use the Text Finder toolbar or associated Text Finder commands.
6. To exit the Text Finder, right-click or press **ESC**.

Text Finder Toolbar

The Text Finder toolbar appears above the found text, providing controls for navigating and reading occurrences of the search text.



The Text Finder toolbar



Read * Reads the entire line that contains the found word.
Shortcut Key: **ENTER**



Previous Displays the previous occurrence of the search text.

Shortcut Key: **LEFT** or **SHIFT + TAB**



Next Displays the next occurrence of the search text.
Shortcut Key: **RIGHT** or **TAB**



Start AppReader * Launches AppReader and begins reading from the location of the highlighted search text.
Shortcut Key: **A** or **CTRL + ALT + A**



Settings Returns to the Text Finder dialog.
Shortcut Key: **BACKSPACE**



Close Exits the Text Finder.
Shortcut Key: **ESC**

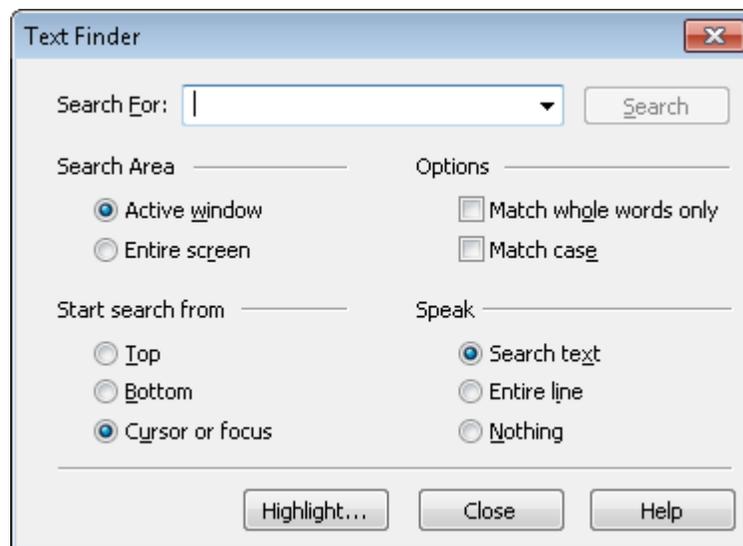
* This option is not available in *ZoomText Magnifier*.

The following commands can also be used to speak the highlighted search text; or the line or sentence in which it resides.

To...	Press...
Say current word/phrase	CTRL + NUMPAD 5
Say line	SHIFT + NUMPAD 5
Say sentence	CTRL + ALT + NUMPAD 5

Text Finder Settings

The Text Finder settings allow you to refine and accelerate your search. These options allow you to select the search area, search starting point and text matching criteria. When running *ZoomText Magnifier/Reader*, you can also configure Text Finder to speak each found occurrence of the search text, or the entire line containing the text.



Text Finder dialog

The following table describes the Text Finder settings.

Setting	Description
Search <u>F</u> or	Provides a place for you to type the text you want to search for; or you can select a recent entry from the combo box list.
<u>S</u> earch	Finds and selects the next occurrence of the text specified in the Search <u>F</u>or box.
Active <u>w</u> indow	Text Finder searches the active application or dialog window for occurrences of the search text.
Entire <u>s</u> creen	Text Finder searches the entire screen for occurrences of the search text.
<u>T</u> op	ZoomText searches the selected search area from top to bottom.
<u>B</u> ottom	ZoomText searches the selected search area from bottom to top.
<u>C</u> ursor or focus	ZoomText starts searching from the cursor position (when a cursor is present) or the control that currently has focus.
Match <u>w</u> hole words only	When selected, ZoomText searches for occurrences that are whole words and not part of a larger word.

(Continued)

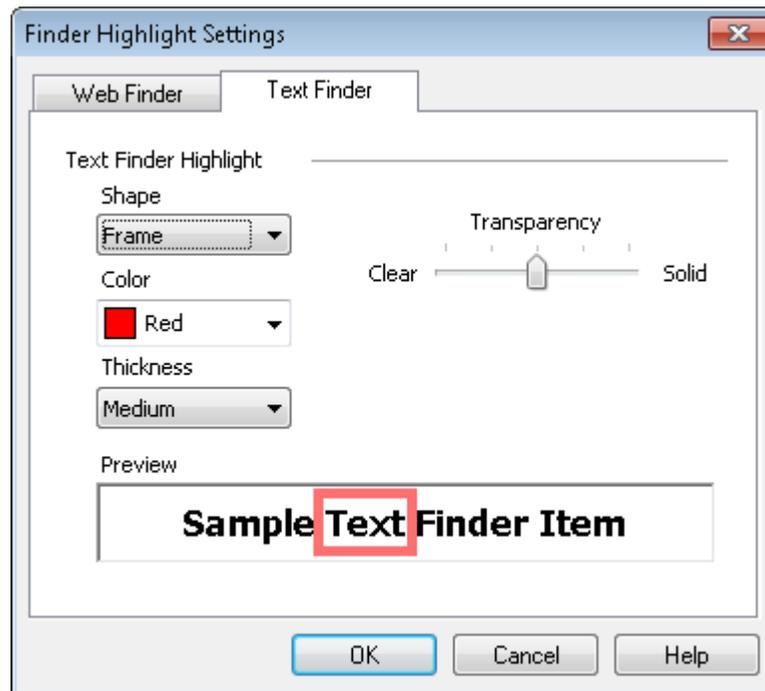
<u>M</u> atch case	When selected, ZoomText finds only those instances in which the capitalization matches the text typed into the Search For box.
Search <u>t</u> ext *	When an instance of the search text is found, only the search text is spoken.
Entire <u>l</u> ine *	When an instance of the search text is found, the entire line containing the search text is spoken.
<u>N</u> othing *	When an instance of the search text is found, the text is not spoken.

* These settings are not available in ZoomText *Magnifier*.

Text Finder Highlight

The Text Finder highlight makes it easy to see and follow the current item found by Text Finder. The Text Finder highlight settings allow you to customize the appearance of the highlighting including the highlight shape, color and transparency level.

- ▶ **To configure the Text Finder highlight settings**
 1. In the **Text Finder** dialog, click the **Highlight...** button.
 2. Adjust the highlight settings as desired.
 3. Click the **OK** button.



Text Finder Highlight dialog

The following table describes the Text Finder highlight settings.

Setting	Description
Shape	Sets the shape used to highlight the current search word/phrase or web page item: Block, Underline or Frame.
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.

Navigation Settings

Navigation settings control how ZoomText keeps tracked activity in view, including movement of the mouse pointer and text cursor, and keyboard navigation through menus, dialogs and other application controls. With these settings you can:

- Select the types of activity that will be tracked.
- Define how tracked items are aligned in the zoom window.
- Route and constrain mouse pointer for smoother navigation.

Tracking

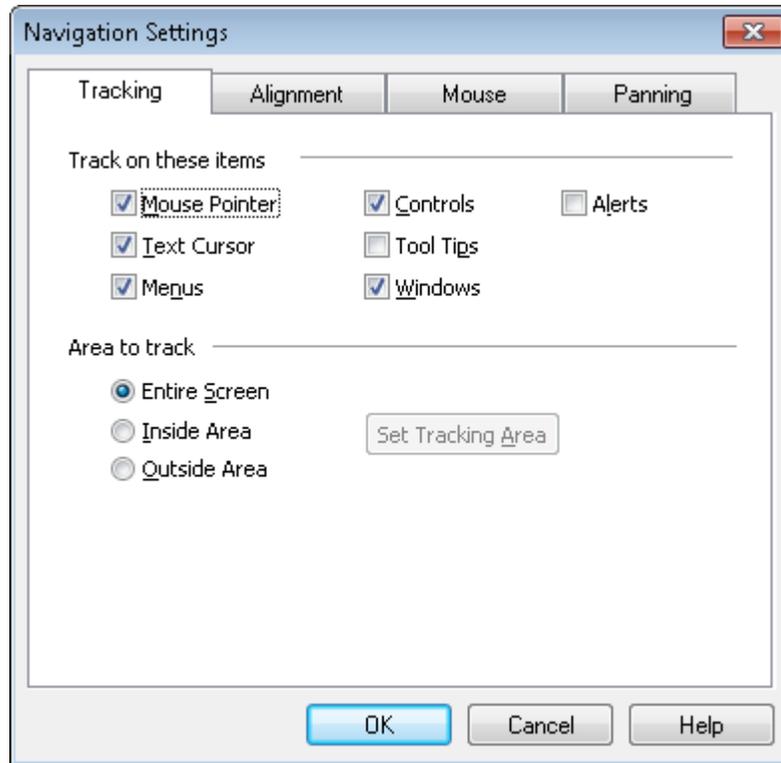
As you move the mouse, type text, and navigate menus, dialogs and other program controls, the zoom window automatically scrolls to keep the focus in view. This behavior is driven by ZoomText's tracking options, which allow you to choose the items that you want ZoomText to track (when they become active). You can also limit tracking to a selected area of the screen.

► To adjust the tracking options

1. In the **S**ettings menu, choose **T**racking...

The Navigation Settings dialog appears with the Tracking tab displayed.

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



Tracking tab

The following table describes the Tracking settings.

Setting	Description
<u>M</u> ouse pointer	Track on the mouse pointer when it moves.
<u>T</u> ext cursor	Track on the text cursor when it moves.
<u>M</u> enus	Track on highlighted menu items.
<u>C</u> ontrols	Track on controls when they receive focus. Controls include buttons, check boxes, listboxes, etc.
<u>T</u> ool Tips	Track on tool tips when they appear.

(Continued)

<u>W</u> indows	Track on windows when they are activated.
<u>A</u> lerts	Track on alert popups when they appear.
Entire <u>S</u> creen	Allows activity anywhere on the screen to be tracked.
<u>I</u> nside Area	Limits tracking to activity inside the defined tracking area. The tracking area can be set by clicking the Set Tracking Area button.
<u>O</u> utside Area	Limits tracking to activity outside the defined tracking area. The tracking area can be set by clicking the Set Tracking Area button.
<u>S</u> et Tracking Area	Activates a tool for setting the Inside and Outside tracking areas (whichever is currently selected). When the tool is activated, a tracking area frame with sizing handles appears on the screen. To size the frame, drag any handle. To move the frame, drag inside the frame. Right-click to exit the tool.

Turning tracking on and off

At times you may want to disable tracking – to keep a specific view in the zoom window.

► **To turn tracking on and off**

Press the Tracking On/Off hotkey:

CTRL + ALT + SHIFT + T.

Note: ZoomText configurations are always saved with Tracking in the on state.

Alignment

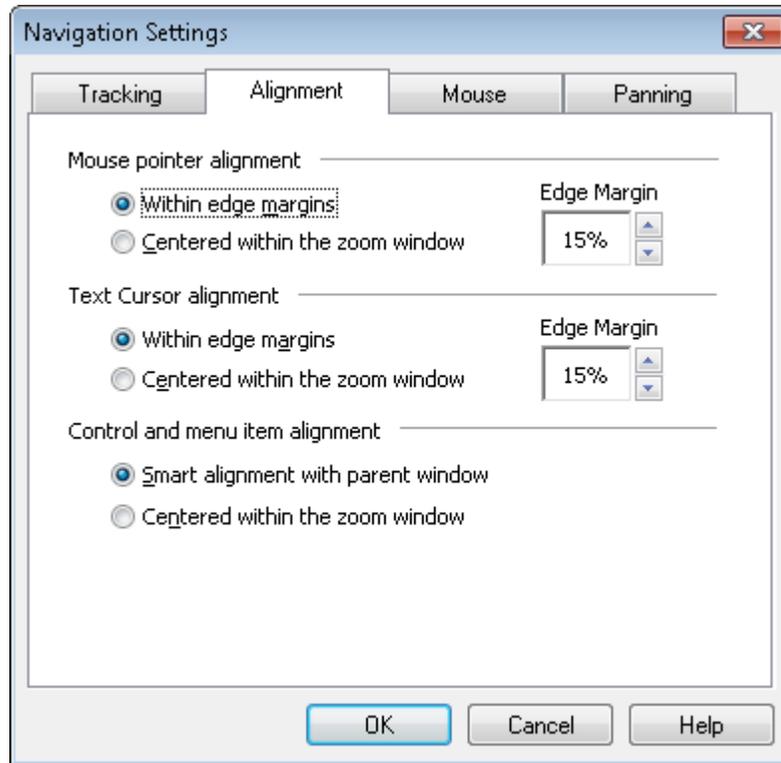
Alignment options control how the zoom window scrolls to keep tracked items in view. There are two general types of alignment; edge and center. With edge alignment, the zoom window scrolls only as needed to keep the tracked object in view. With center alignment, the zoom window scrolls as needed to keep the tracked object in the center of the zoom window. A third alignment type, "smart alignment", scrolls a control and the maximum portion of its parent menu or window into view.

► **To adjust the alignment options**

1. In the **S**ettings menu, choose **A**lignment...

The Navigation Settings dialog appears with the Alignment tab displayed.

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



Alignment tab

The following table describes the Alignment settings.

Setting	Description
Within edge margins	The zoom window scrolls only as needed to bring the tracked object within the edge margins.
Centered within the zoom window	The zoom window scrolls to keep the tracked object centered in the magnified view.

(Continued)

Edge Margin	Defines how close to the edge of the zoom window a tracked object can move before the window begins to scroll. The edge margin can be set from 0% (no margin) to 50% (half the width and height of the zoom window).
<u>S</u> mart alignment with parent window	The zoom window scrolls to bring the tracked control or menu item <i>and</i> the maximum portion of its parent window or menu into view.

Mouse

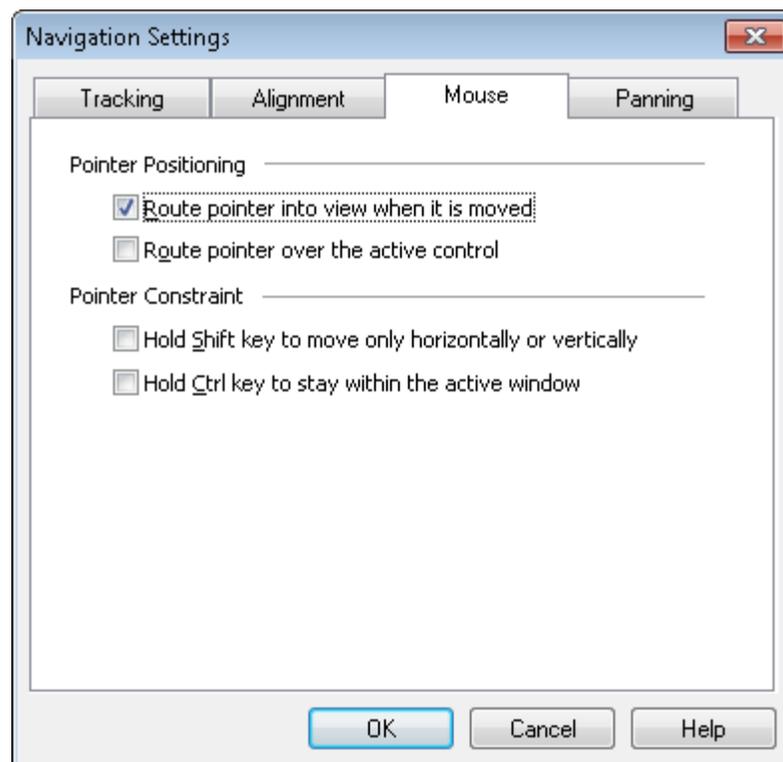
The Mouse navigation options, pointer positioning and pointer constraints, make it easy to explore and move about the screen. With pointer positioning, the mouse pointer is always brought into view when you need it. With pointer constraints, you can limit mouse pointer movement to horizontal or vertical directions, or within the active window.

► To adjust the mouse navigation options

1. In the **Settings** menu, choose **Mouse...**

The Navigation Settings dialog appears with the Mouse tab displayed.

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



Mouse tab

The following table describes the Mouse settings.

Setting	Description
Route pointer into view when it is moved	Automatically moves the pointer to the center of the magnified view – whenever the pointer moves while located outside the view.
Route pointer over the active control	Automatically moves the pointer to menu items and dialog controls when they receive focus.
Hold <u>S</u> hift key to move only horizontally or vertically	While holding down the SHIFT key, the mouse pointer moves horizontally or vertically only, depending on the initial direction of mouse movement. This constrained movement provides smoother scrolling through rows and columns of information.
Hold <u>C</u> trl key to stay within the active window	While holding down the CTRL key, mouse pointer movement is constrained to the active window, preventing you from accidentally scrolling away from your area of interest.

Smooth Panning

Smooth panning (patent-pending) provides a more natural panning motion when the magnified view scrolls to keep the focus in view. As you type text and navigate menus, dialogs and other program controls the magnified view smoothly pans across the screen, rather than jumping in an abrupt manner. You can also use “smooth mouse panning” to smoothly pan and explore in any direction.

Note: Smooth mouse panning is only available when the zoom window type is set to **Full**.

► To enable and adjust the smooth panning options

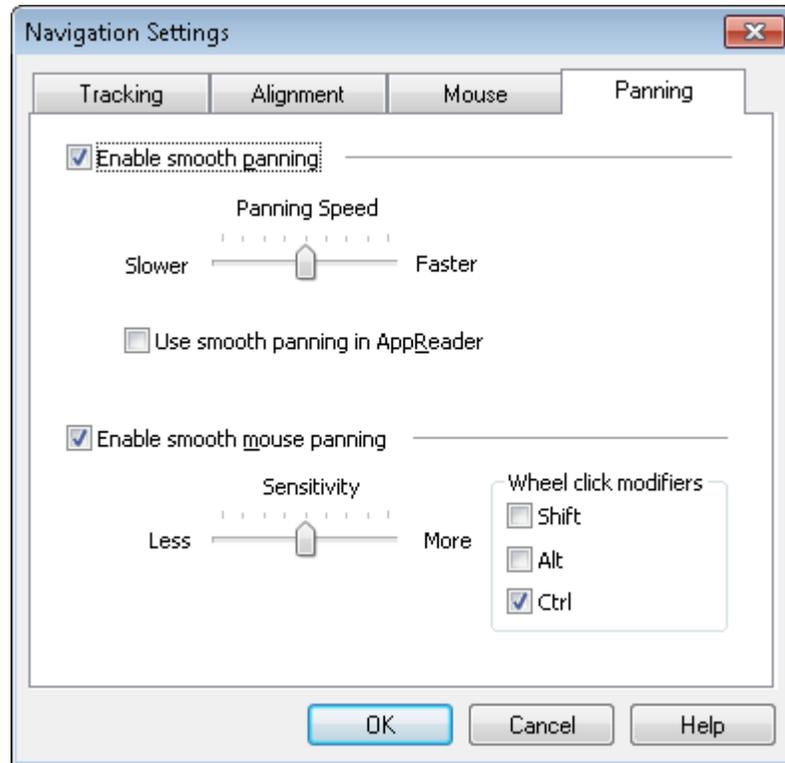
1. In the **S**ettings menu, choose **P**anning...

The Navigation Settings dialog appears with the Panning tab displayed.

2. Make sure the **Enable smooth panning** box is checked.
3. Adjust the panning options as desired.
4. Click the **OK** button.

► To turn smooth panning on and off

- Press the Smooth Panning On/Off hotkey:
WINDOWS + SHIFT + P.



Panning tab

The following table describes the Panning settings.

Setting	Description
Enable smooth panning	Enables ZoomText's smooth panning feature.
Panning Speed	Controls how fast ZoomText pans from one location to another.
Use smooth panning in AppReader	Enables smooth panning between highlighted words in AppReader.
Enable smooth <u>m</u> ouse panning	Enables ZoomText's smooth mouse panning feature.

(Continued)

Sensitivity	Controls the sensitivity of smooth mouse panning when moving the mouse. At lower settings the mouse must be moved further to start panning and to accelerate panning speed.
Wheel click modifiers	Selects the key combination to be used when clicking the mouse wheel to activate smooth mouse panning. The selected keys must be held down while clicking the mouse wheel.

► **To use smooth mouse panning**

1. Make sure the zoom window type is set to **Full**.
2. Press the Smooth Mouse Panning hotkey:
CTRL + mouse wheel click.
The mouse panning tool becomes active.
3. To start panning, move the mouse pointer in the direction you want to pan.
4. To increase the panning speed, move the pointer further away from the center point.
5. To decrease the panning speed, move the pointer back toward the center point.
6. To change the panning direction, move the pointer to a new direction (relative to the center point).
7. To stop panning, move the pointer back to the center point.
8. To exit smooth mouse panning, right click or press **ESC**.

Smooth Scrolling

Scroll hotkeys allow you to smoothly scroll to any area of the screen, or jump instantly to a specific screen location.

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

► To smoothly scroll the zoom window

1. Hold down **ALT** and press the arrow key that corresponds to the desired direction.

To...	Press...
Scroll left	ALT + LEFT
Scroll right	ALT + RIGHT
Scroll up	ALT + UP
Scroll down	ALT + DOWN

2. To increase the scrolling speed, press the same arrow key without releasing the **ALT** key (each press will increase the speed).
3. To decrease the scrolling speed, press the opposite arrow key without releasing the **ALT** key (each press will decrease the speed until scrolling stops).
4. To scroll in a different direction, press the arrow key corresponding to the new direction without releasing the **ALT** key.
5. To stop scrolling, release the **ALT** key.

► **To jump to an edge or the center of the screen**

Use the following hotkeys:

To...	Press...
Jump to left edge	ALT + HOME
Jump to right edge	ALT + END
Jump to top edge	ALT + PAGE UP
Jump to bottom edge	ALT + PAGE DOWN
Jump to center	ALT + NUMPAD 5

► **To save and restore a specific view of the screen**

The current view can be saved and restored (at a later time) using the following hotkeys:

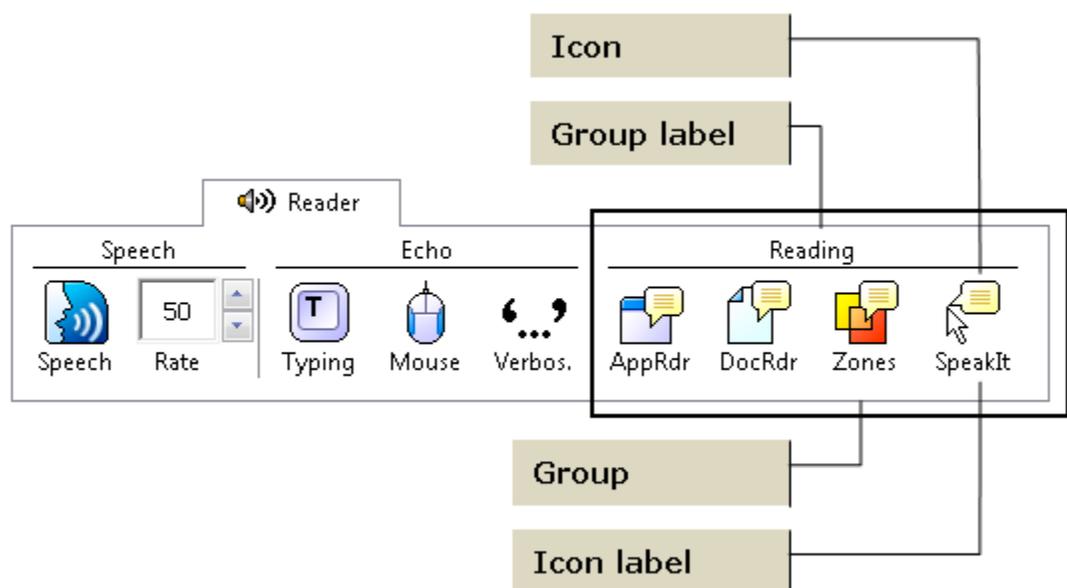
To...	Press...
Save the current view	ALT + NUMPAD /
Restore the saved view	ALT + NUMPAD *

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.

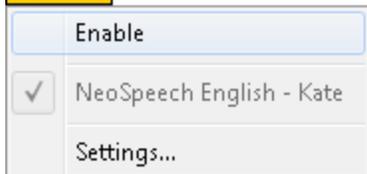
Speech Settings

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.

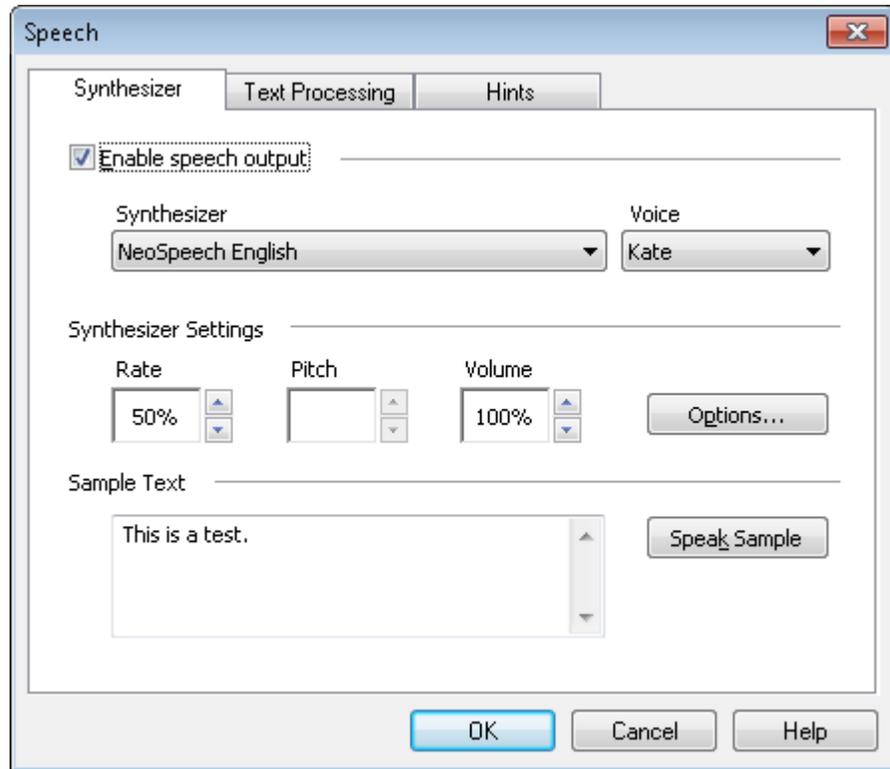
Synthesizer Settings

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
Enable 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...	<p>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.</p>

(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

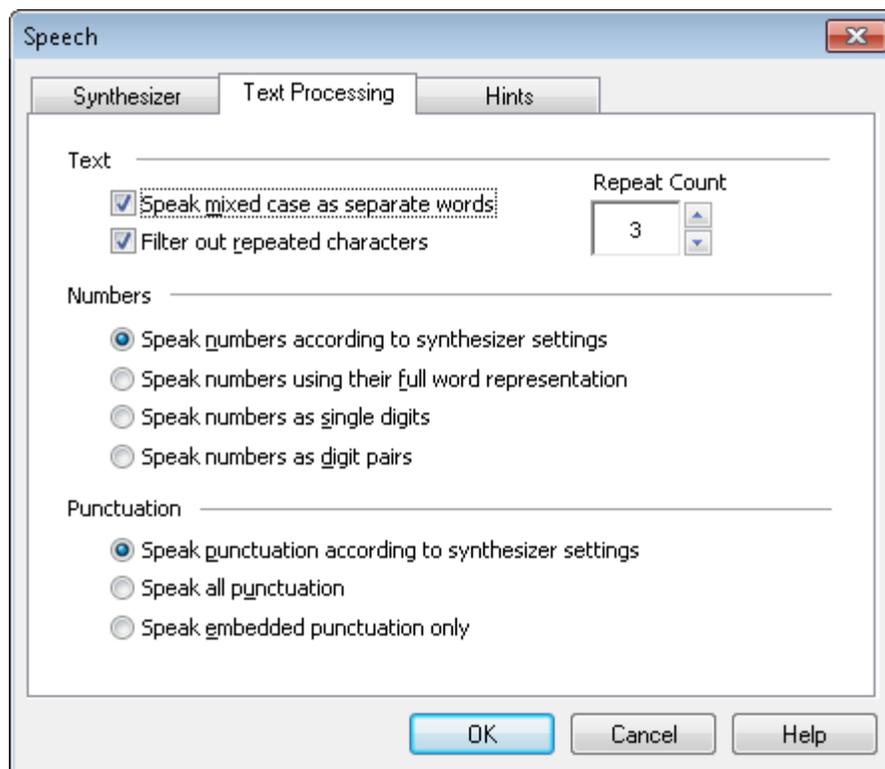
Text processing modifies how numbers, punctuations and mixed case words are spoken, so that they are pronounced in the proper context or desired format. With these settings you can create a reading style that clarifies complex words and numbers.

► 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> MBEDDED punctuation only	Only punctuation characters embedded within words are spoken. For example, sales@aisquared.com is spoken "sales at Ai Squared dot com".

Hints

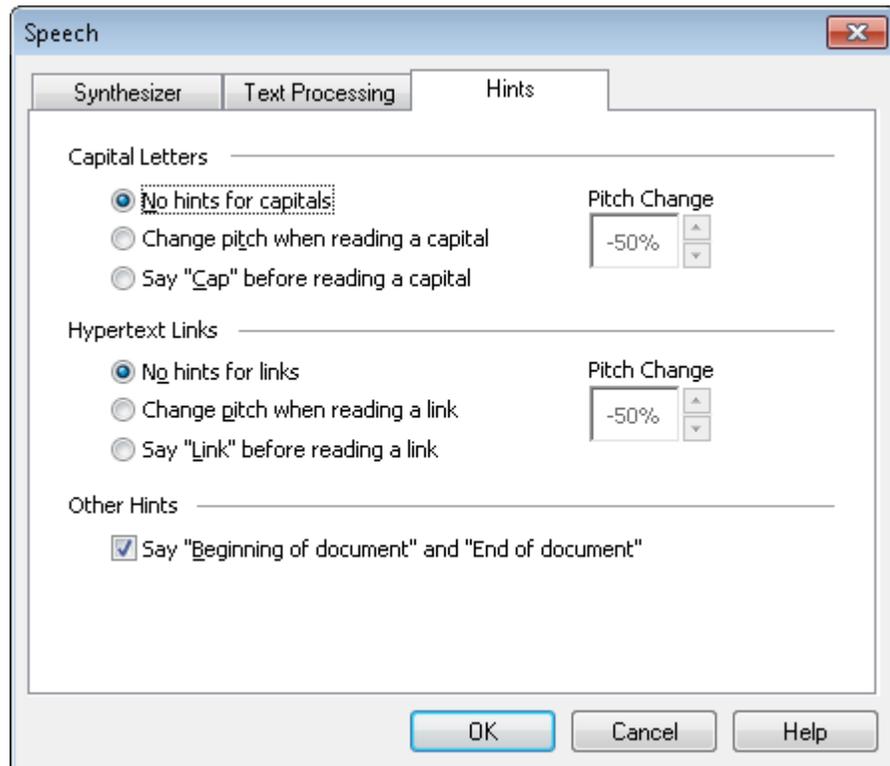
Hints provide audible cues when you encounter capital letters, hypertext links, or the start or end of a document. Hints can be heard as a momentary pitch change while the item is read or a verbal announcement such as "Cap" or "Link" prior to the item being read.

► 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>No</u> hints for capitals	No hint is applied when a capital letter is read.
Change <u>pitch</u> 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>No</u> hints for links	No hint is applied when a hypertext link is read.
Change <u>pitch</u> 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)

Say "Beginning of document" and "End of document"

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.

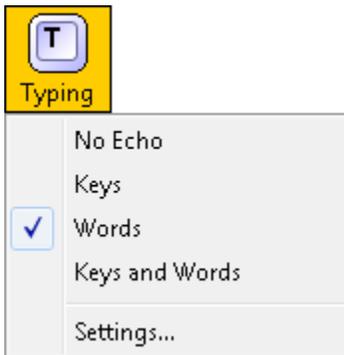
Echo Settings

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 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**

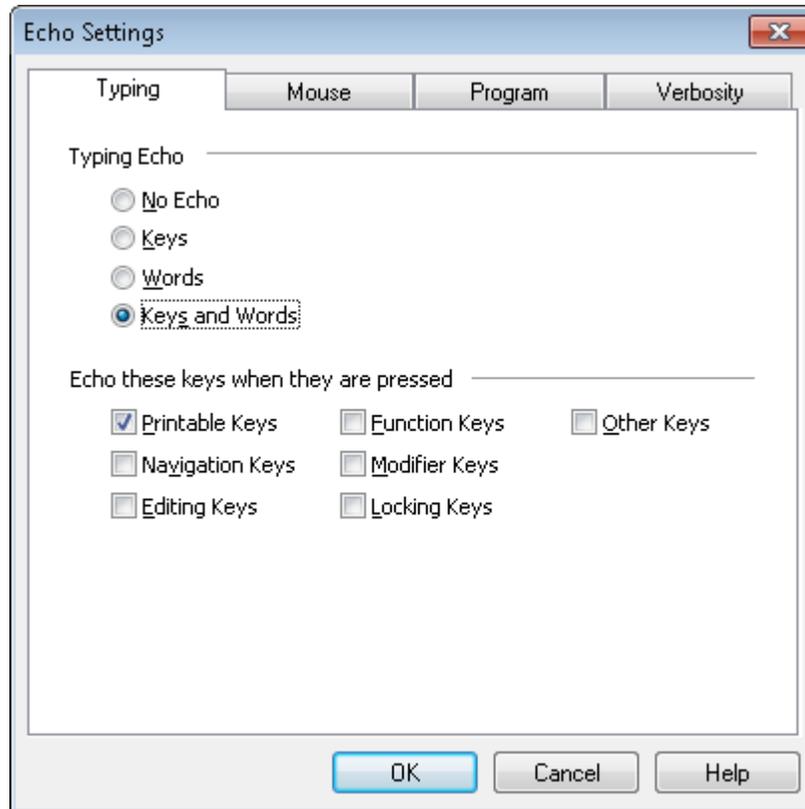
Cycles through the typing echo modes.

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

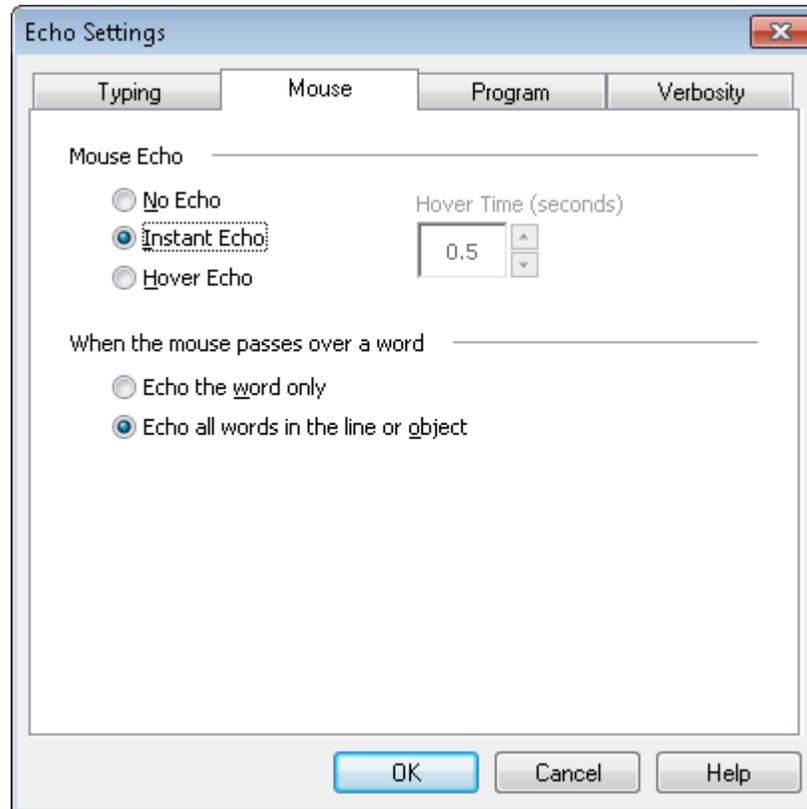


On the **Reader** toolbar, select **Mouse**, and then select the desired mouse echo mode.

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

► To adjust the mouse echo options

1. In the **Reader** menu, choose **M**ouse 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> nstant 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

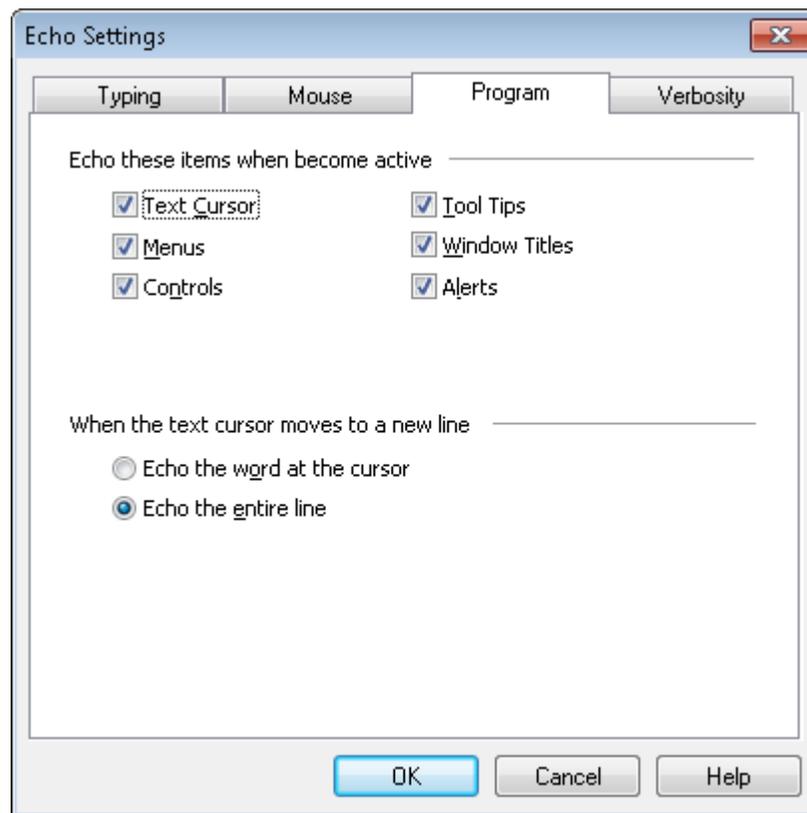
Program echo determines what items are spoken as you navigate and use your applications. These items include: window titles, menus, dialogs, list views, tree views, and text that the cursor moves through. The amount of detail that is spoken for these items can be adjusted using the Verbosity Settings.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

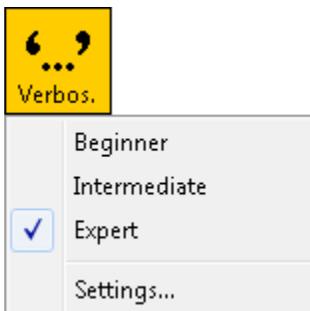
Setting	Description
Text <u>C</u> ursor	When the text cursor moves, text at the new cursor location is spoken. The amount of text that is spoken is in accordance with how far the cursor has moved (by character, word, line, sentence or paragraph).
<u>M</u> enus	When you pull down a menu, its title is 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.
<u>T</u> ool Tips	When a tool tip appears, it is spoken.
<u>W</u> indow Titles	When a window becomes active, the contents of its title bar are spoken.
<u>A</u> lerts	When a popup appears, it is spoken.
Echo the <u>w</u> ord 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

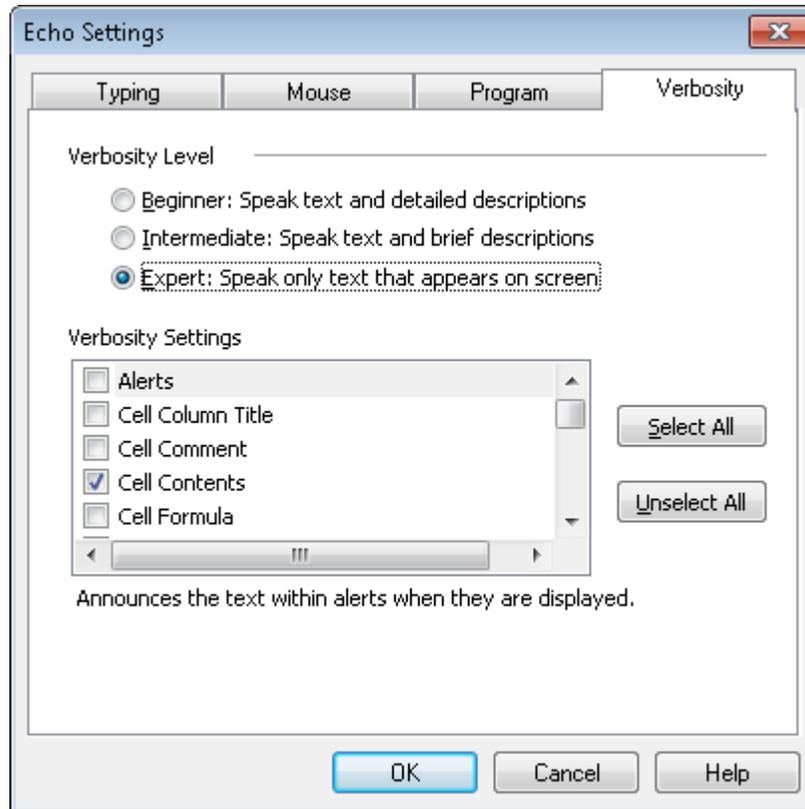


On the **Reader** toolbar, select **Verbosity**, and then select the desired verbosity level.

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

► To adjust the verbosity options

1. In the **Reader** menu, choose **V**erbosity...
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.

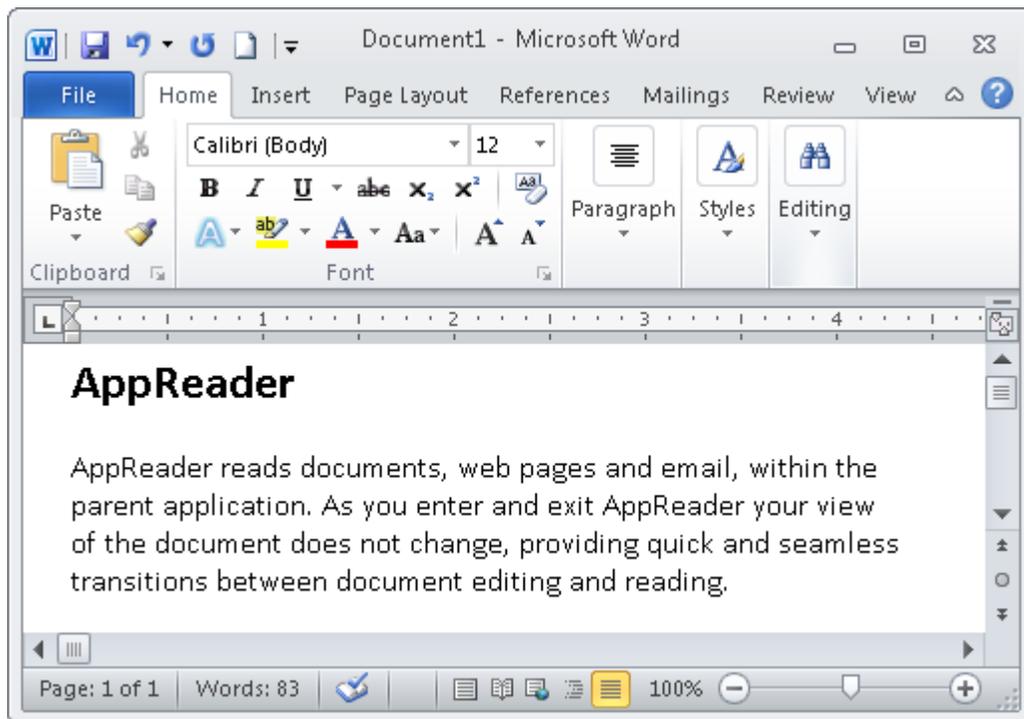
Reading Tools

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).

Read from Pointer

ZoomText 10 introduces the new "Read from Pointer" command for starting AppReader. The Read from Pointer command lets you instantly start AppReader at the word under the mouse pointer, making use of AppReader fast and seamless in documents, web pages and email

► To use the Read from Pointer command

1. Position the mouse pointer over the word where you want AppReader to start.
2. Press the Read from Pointer command:
ALT + SHIFT + LEFT-CLICK.

AppReader starts up and begins reading at the word under the mouse pointer.

AppReader Settings

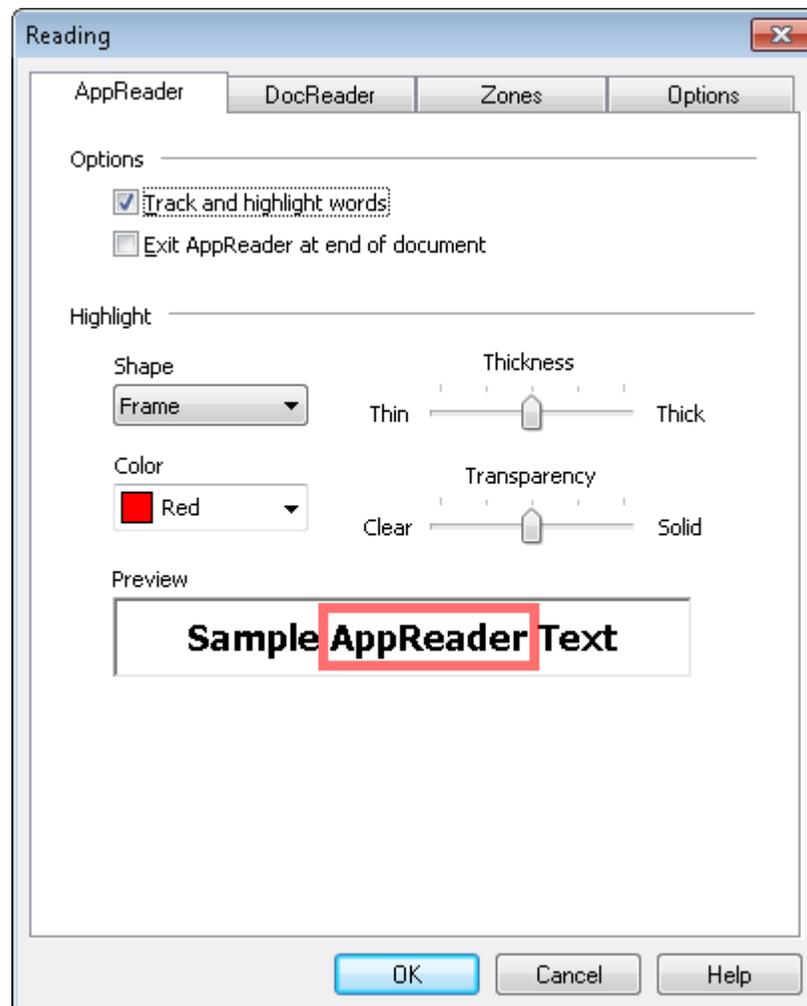
The AppReader settings allow you to customize the appearance of word highlighting in AppReader, including the highlight shape, color, and transparency level.

► 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
Track and highlight words	Enables tracking and highlighting of words when AppReader is reading.
Exit AppReader at end of document	<p>When enabled, AppReader will automatically exit after reading to the end of the document.</p> <p>Note: AppReader will not automatically exit when manually navigating to the end of a document.</p>
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	<p>Sets the transparency of the highlight.</p> <p>Note: This setting is not available when the highlight color is set to 'Invert.'</p>
Preview	Displays sample text with a preview of the selected highlight settings.

AppReader Hotkeys

General Commands	Keys
AppReader	ALT + SHIFT + A
AppReader Read from Pointer	ALT + SHIFT + LEFT-CLICK
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, ...")

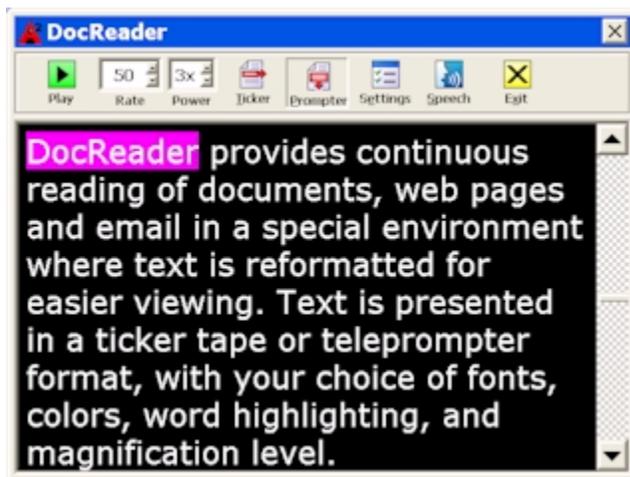
Note: Repeated presses must occur within two seconds.

DocReader

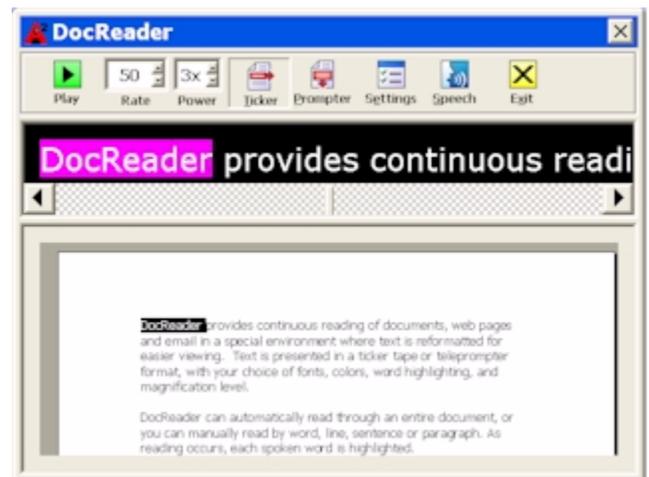
DocReader reads documents, web pages and email, in a special environment where text is reformatted for easier viewing. Text is presented in a single line (Ticker) or wrapped lines (Prompter), with your choice of fonts, colors, word highlighting, and magnification level.

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**



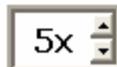
Rate

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

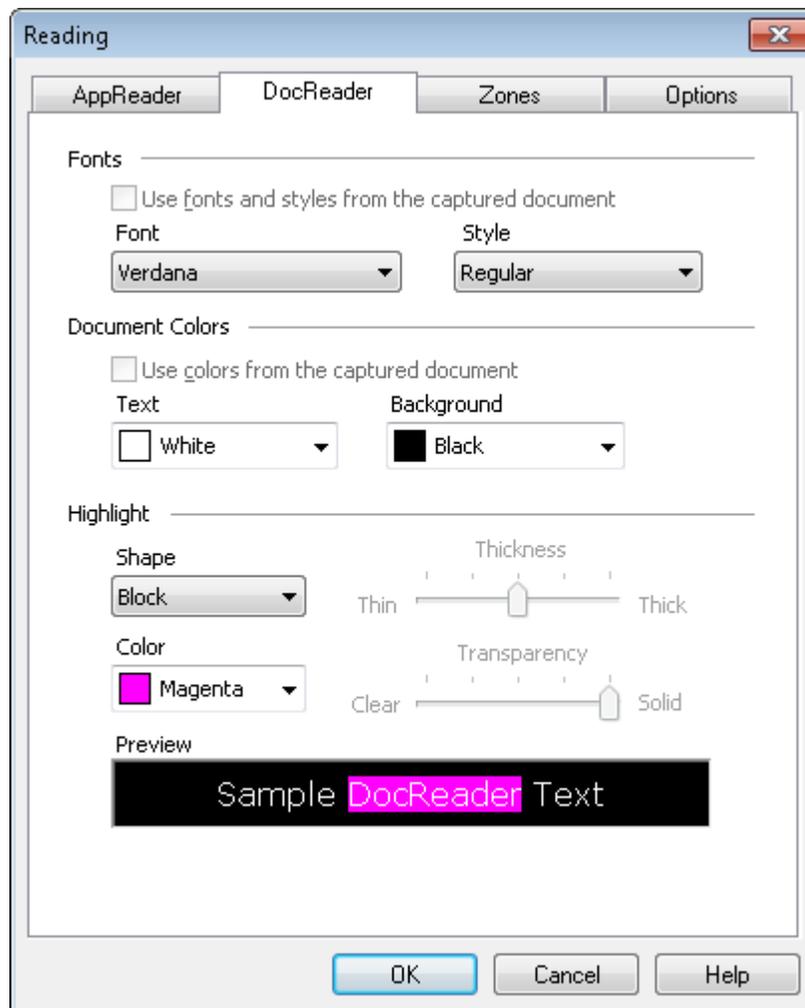
The DocReader settings allow you to customize the appearance of text and word highlighting in the DocReader environment.

► 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.

(Continued)

Shape	Selects the shape used for word highlighting: Block, Underline, Frame, or Wedge.
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.



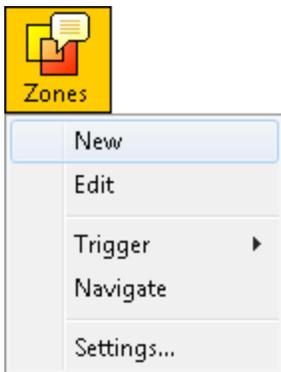
Close Exits the Reading Zone mode.

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.

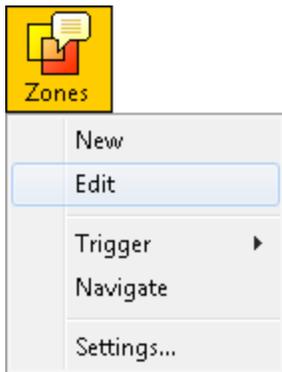
9. To test the new zone, click **T**trigger.

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 **N**ew 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** ► **S**ettings...

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.

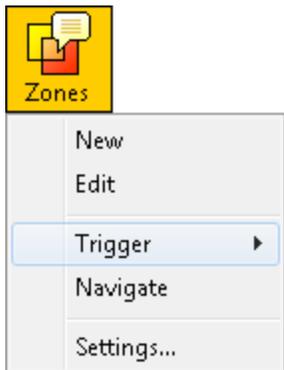
The deleted zone is removed from the Zones list.

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.

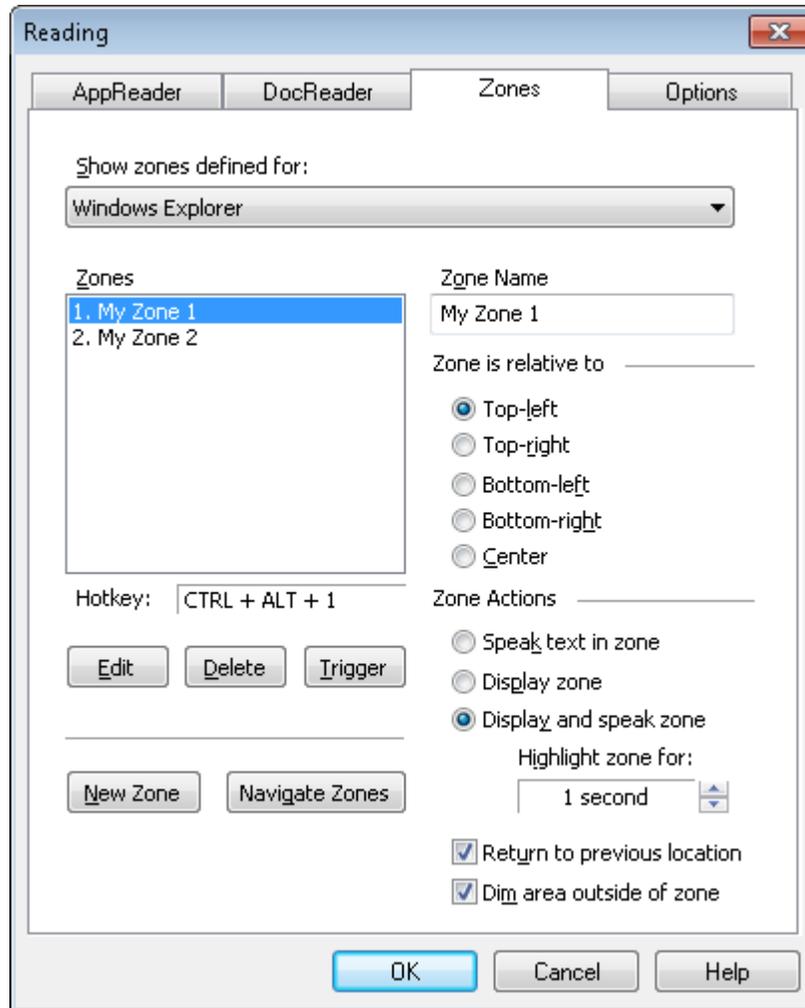
For complete information on creating, editing, navigating and triggering zones, see "Reading Zones" in this chapter.

► 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>New Zone</u>	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>Zone Name</u>	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)

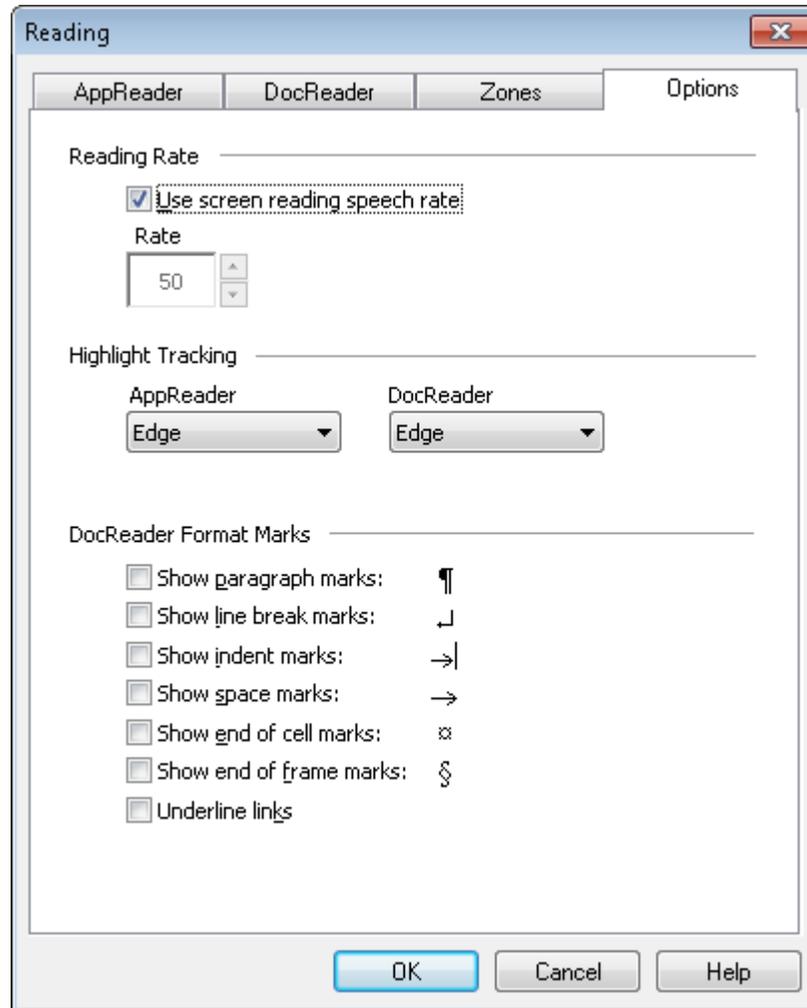
Zone is relative to	<p>Sets the relative position of the zone within the application window: top-left, top-right, bottom-left, bottom-right, or center. This keeps the zone in the correct location even when the application window has been resized or moved.</p> <p>Note: In some cases, when resizing an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

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 paragraph marks ¶	Displays paragraph marks where paragraphs end in the source document.
Show line break marks ↵	Displays end of line marks where bulleted and numbered list items end in the source document.
Show indent marks →	Displays indent marks where indents occur in the source document.
Show space 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 <u>l</u> inks	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. '

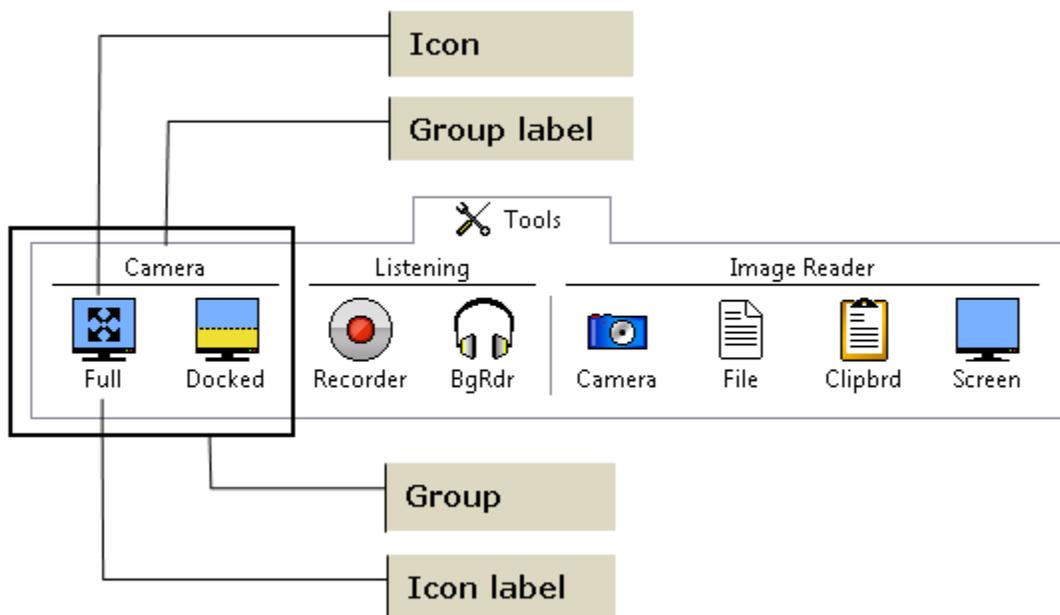
CHAPTER 5

Tools Features

This chapter describes ZoomText's Tools features. The ZoomText Camera feature is included in ZoomText *Magnifier* and *Magnifier/Reader*. The Recorder, Background Reader and ImageReader are included in ZoomText *Magnifier/Reader* only.

The Tools Toolbar

The Tools toolbar provides quick access to ZoomText's tools features. Each toolbar button has an intuitive icon and label for easy identification. Related buttons are grouped together and the group is labeled with a clickable link that opens their associated dialog box.





Full

Full Launches the ZoomText Camera in Full view. The camera image occupies the entire screen.



Docked

Docked Launches the ZoomText Camera in Docked view. The camera image occupies one half of the screen.



Recorder

Recorder Launches the ZoomText Recorder with text captured from the Windows Clipboard.



BgRdr

BgRdr Launches the Background Reader with text captured from the Windows Clipboard. Background Reader automatically starts reading the captured text.



Camera

Camera Launches ZoomText ImageReader with the camera as the image source. *



File

File Launches ZoomText ImageReader and prompts you to select an image file to process. *



Clipbrd

Clipbrd Launches ZoomText ImageReader to process an image already that is already in the Windows Clipboard. *



Screen

Screen Launches ZoomText ImageReader with the screen capture tool active. *

* ZoomText ImageReader is a companion product for ZoomText Magnifier/Reader. Contact Ai Squared or your Ai Squared dealer for more information.

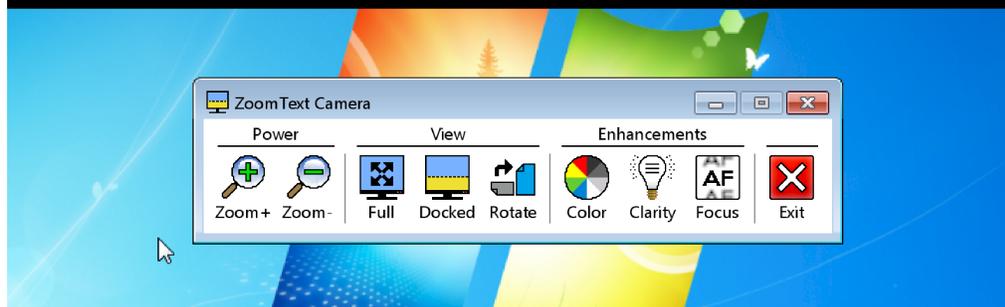
ZoomText Camera

The ZoomText Camera feature allows you to use any high-definition (HD) webcam to magnify printed items and other objects right on your computer screen—including bills, magazines, photographs, medicine labels, craft items and more. Simple controls allow you to quickly zoom in and out and choose between full and high contrast colors. You can also switch between Full and Docked screen views which allow you to see the camera image and your Windows desktop at the same time. And by utilizing affordable and readily available HD webcams, the ZoomText Camera feature offers a portable and affordable compliment or alternative to conventional CCTVs.

ZoomText 10 is a powerful computer application for people who are visually impaired. Consisting of two adaptive features: screen reading – ZoomText allows you to read the contents of your computer screen, providing complete accessibility to the Internet. ZoomText 10 also includes a standard HD webcam.

Full view

ZoomText 10 is a powerful computer application for people who are visually impaired. Consisting of two adaptive features: screen reading – ZoomText allows you to read the contents of your computer screen, providing complete accessibility to the Internet. ZoomText 10 also includes a standard HD webcam.



Docked (Top) view

Getting Started With ZoomText Camera

Before you can use the ZoomText Camera feature you must acquire a suitable camera and camera stand, set up the camera in your work space and choose your camera in the ZoomText Camera settings.

Acquiring a suitable camera and stand

To use the ZoomText Camera feature, you will need an HD webcam with autofocus. For best quality, your webcam should deliver 1080p video resolution with automatic low-light correction. An available USB 2.0 port is also required to connect your webcam.

In addition to a camera, you will also need a camera stand that can securely position the camera over the items you want to view. The stand should be adjustable and stable.

Ai Squared offers high quality webcam and camera stand packages that are flexible, portable and affordable. For more information on these packages, visit the Ai Squared website at www.aisquared.com, or contact your Ai Squared dealer.

Setting up your camera in your workspace

To achieve best performance and usability with the ZoomText Camera feature, use the following guidelines when setting up your camera in your workspace:

- Position the camera as close as possible to your computer screen. This will allow you to easily manipulate items under the camera while viewing the image.
- Make sure there is sufficient lighting around the camera to minimize shadows in the camera's view.
- Adjust the camera stand so that the camera is about 4 inches from the target item.

Selecting a camera (when more than one camera is present)

ZoomText automatically detects all webcams that are attached or built into your system. If your computer has more than one webcam, you will need to tell ZoomText which webcam you want it to use. This setting resides in the Camera settings in ZoomText's Tools dialog box.

► To select a camera

1. In the **T**ools menu, choose **C**amera...

The Tools dialog appears with the Camera tab displayed.

2. In the **A**ctive **C**amera list box, choose the camera you want ZoomText Camera to use.
3. Click the **OK** button.

Using ZoomText Camera

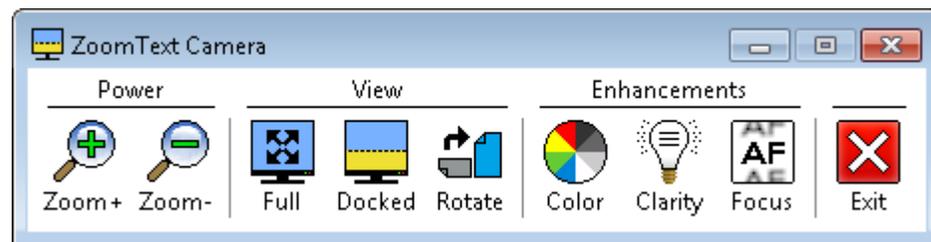
Use the following processes to start, configure and use ZoomText Camera.

► To start ZoomText Camera

1. On the **Tools** toolbar, click the **Docked** button.

The camera image appears in the top half of the screen while ZoomText's magnified view of the desktop remains on the bottom half of the screen. The ZoomText Camera toolbar appears in the bottom half.

2. If the Camera toolbar is not in view, press **CTRL + WINDOWS + T** to bring the toolbar into view.



ZoomText Camera toolbar

► To rotate the camera image

Place a document under the camera so that it is right-side up from your perspective. If the document is not oriented right-side up on the screen, click the **Rotate** button until the image appears right-side up.

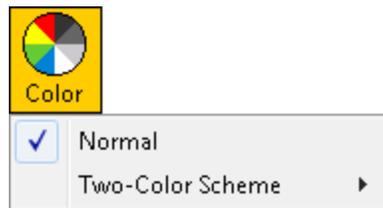
► **To zoom the image in and out**

Click the **Zoom +** and **Zoom -** buttons to adjust the magnification to a comfortable reading size.

► **To adjust the image colors**

1. Click the **Color** button.

The color menu appears.



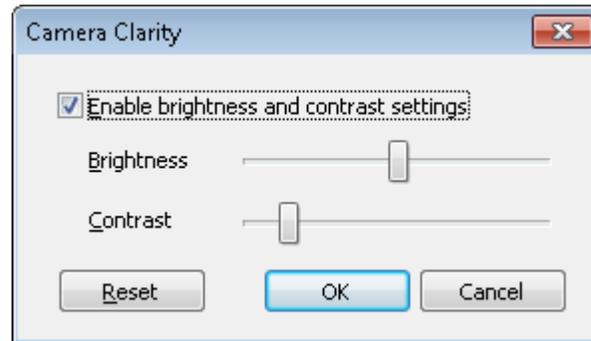
2. Choose between **Normal** (full color) and a variety of high-contrast **Two-Color Schemes**.

Note: You can toggle between Normal (full color) and the selected Two-Color scheme using the Camera Two-Color On/Off hotkey: **ALT + WINDOWS + SPACEBAR**.

► **To adjust the camera clarity (Brightness/Contrast)**

1. Click the **Clarity** button.

The Camera Clarity dialog appears.



2. Place a checkmark next to **Enable brightness and contrast settings**.
3. Move the **Brightness** and **Contrast** sliders to adjust the clarity.
4. Click the **Reset** button to return the Brightness and Contrast settings to the camera's defaults.
5. Click the **OK** button.

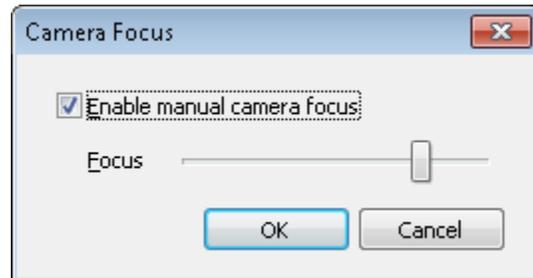
Tip: Use the Brightness setting to eliminate glare spots that are appearing in the image.

Note: This button will be disabled (grayed out) if the active camera does not support adjustments to both brightness and contrast.

► **To adjust the camera focus**

1. Click the **Focus** button.

The Camera Focus dialog appears.



2. Place a checkmark next to **Enable manual camera focus**.
3. Move the **Focus** slider to adjust the image focus.
4. Click the **OK** button.

Note: This button will be disabled (grayed out) if the active camera does not support autofocus.

► **To move the docked view location**

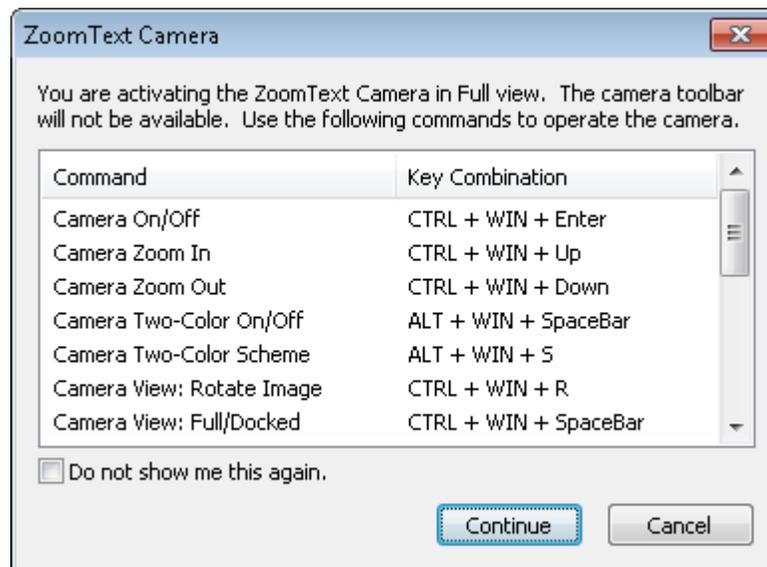
Click the Docked button. Each click cycles through the docked views in the following (clockwise) order: Docked Top > Docked Right > Docked Bottom > Docked Left.

► **To switch between Full and Docked views**

Do one of the following:

- From either Full or Docked view, press **CTRL + WINDOWS + SPACEBAR**.
- From Docked View, on the ZoomText Camera toolbar click the **Full** button.

Note: By default, when starting or switching ZoomText Camera into Full view, a dialog will appear to inform you that the ZoomText Camera toolbar is not available in Full view. The dialog also displays a list of hotkeys you can use to operate ZoomText Camera in Full view (or Docked view). Should you become stuck in Full view, press **ESC** to exit the ZoomText Camera.



► **To exit the ZoomText Camera**

Do one of the following:

- From Full view, press **ESC**.
- From Docked view, click the **Exit** button.
- From either Full or Docked view, press **CTRL + WINDOWS + ENTER**.

Camera Video and System Performance

On older computers, when using ZoomText Camera you may experience slow system and camera video performance when the camera is configured to run at a higher resolution, particularly at camera resolutions of 1280 and above. To resolve this problem, lower the camera resolution until your system and camera video performance is at an acceptable level. The resolution setting for ZoomText Camera is located in the Camera tab in ZoomText's Tools dialog box. See "ZoomText Camera Settings" below.

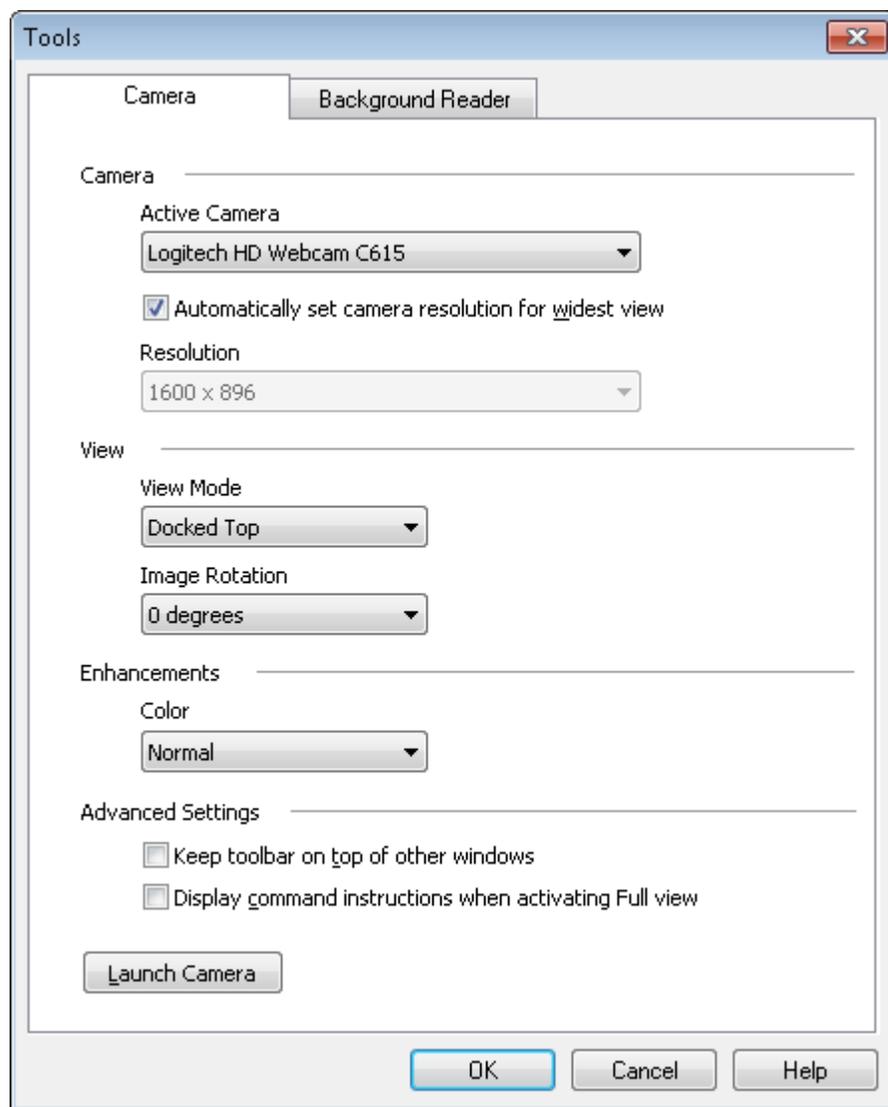
ZoomText Camera Settings

The ZoomText Camera settings allow you to configure and launch the ZoomText Camera.

► **To configure the ZoomText Camera settings**

In the **Tools** menu, choose **Camera...**

The Tools dialog appears with the Camera tab displayed.



ZoomText Camera dialog

The following table describes the ZoomText Camera settings.

Setting	Description
Active Camera	Displays the name of the camera currently being used by ZoomText and allows you to select a different camera.
Automatically set camera resolution for <u>w</u> idest view	ZoomText auto-selects a camera resolution that provides the closest match to the screen resolution.
Resolution	<p>Displays the current camera resolution and allows you to select a specific camera resolution. To use this setting you must uncheck Automatically set camera resolution for widest view.</p> <p>Note: Use of both a high resolution and a high frame rate may slow down overall system performance.</p>
Frame Rate	<p>Displays the current camera frame rate and allows you to select a specific camera frame rate.</p> <p>Note: Use of both a high resolution and a high frame rate may slow down overall system performance.</p>
View Mode	Displays the current camera view and allows you to select a different view for the ZoomText Camera.

(Continued)

Image Rotation	Displays the current image rotation of the camera image and allows you to select a different image rotation.
Color	Displays the current color filter setting and allows you to select a different color filter.
Keep toolbar on <u>t</u> op of other windows	<p>When checked, the Camera toolbar stays in view (on top of other windows) even when it does not have focus.</p> <p>Note: This setting is also available in the system menu in the Camera title bar (displayed by clicking the Camera icon in the title bar of the Camera toolbar).</p>
Display <u>c</u> ommand instructions when activating Full view	Enables or disables displaying an alert with command instructions when switching to Full view.
<u>L</u> aunch Camera	Launches the ZoomText Camera. This button is grayed out if the ZoomText Camera is already active.

ZoomText Camera Hotkeys

The following hotkeys can be used to operate the ZoomText Camera settings.

Commands	Keys
Camera On/Off	CTRL + WINDOWS + ENTER
Camera Toolbar	CTRL + WINDOWS + T
Camera Zoom In	CTRL + WINDOWS + UP
Camera Zoom Out	CTRL + WINDOWS + DOWN
Camera View: Full/Docked	CTRL + WINDOWS + SPACEBAR
Camera View: Cycle Docked	CTRL + WINDOWS + D
Camera View: Rotate Image	CTRL + WINDOWS + R
Camera Manual Focus On/Off	CTRL + WINDOWS + M
Camera Manual Focus In	CTRL + WINDOWS + RIGHT
Camera Manual Focus Out	CTRL + WINDOWS + LEFT
Camera Clarity On/Off	ALT + WINDOWS + C
Camera Clarity Reset	ALT + WINDOWS + R

(Continued)

Camera Brightness Increase	ALT + WINDOWS + UP
Camera Brightness Decrease	ALT + WINDOWS + DOWN
Camera Contrast Increase	ALT + WINDOWS + RIGHT
Camera Contrast Decrease	ALT + WINDOWS + LEFT
Camera Two-Color On/Off	ALT + WINDOWS + SPACEBAR
Camera Two-Color Scheme	ALT + WINDOWS + S

ZoomText Recorder

ZoomText Recorder allows you to turn text from documents, webpages, email or other sources into audio recordings that you can listen to on your computer or transfer to your mobile device for listening to on the go. You simply copy or select the text you want to record and start ZoomText Recorder. With a few simple steps you give your recording a friendly name, choose a destination to record to and click the record button. And each recording is created using your choice of ZoomText voices or any other voices available on your system. When choosing iTunes or Windows Media Player as your destination your recordings are conveniently placed in a "ZoomText Recorder" playlist. And when using iTunes your recordings can be automatically synced when you plug in your iPod, iPhone or other iDevice.

Starting ZoomText Recorder

There are two ways to record text when starting ZoomText Recorder. ZoomText Recorder can record text that you have copied to the Windows Clipboard or text that you have selected in the active application.

► To record text from the Windows Clipboard

1. Select the text that you want to record and copy it to the Windows Clipboard.
2. Use one of the following methods to start ZoomText Recorder:



- Press the Record Clipboard Text hotkey:
CTRL + CAPS LOCK + C.
- On the **Tools** toolbar, select **Recorder**.

The ZoomText Recorder dialog appears.

► To record text selected in the active application

1. Select the text you want to record.
2. Press the Record Selected Text hotkey:
CTRL + CAPS LOCK + S.

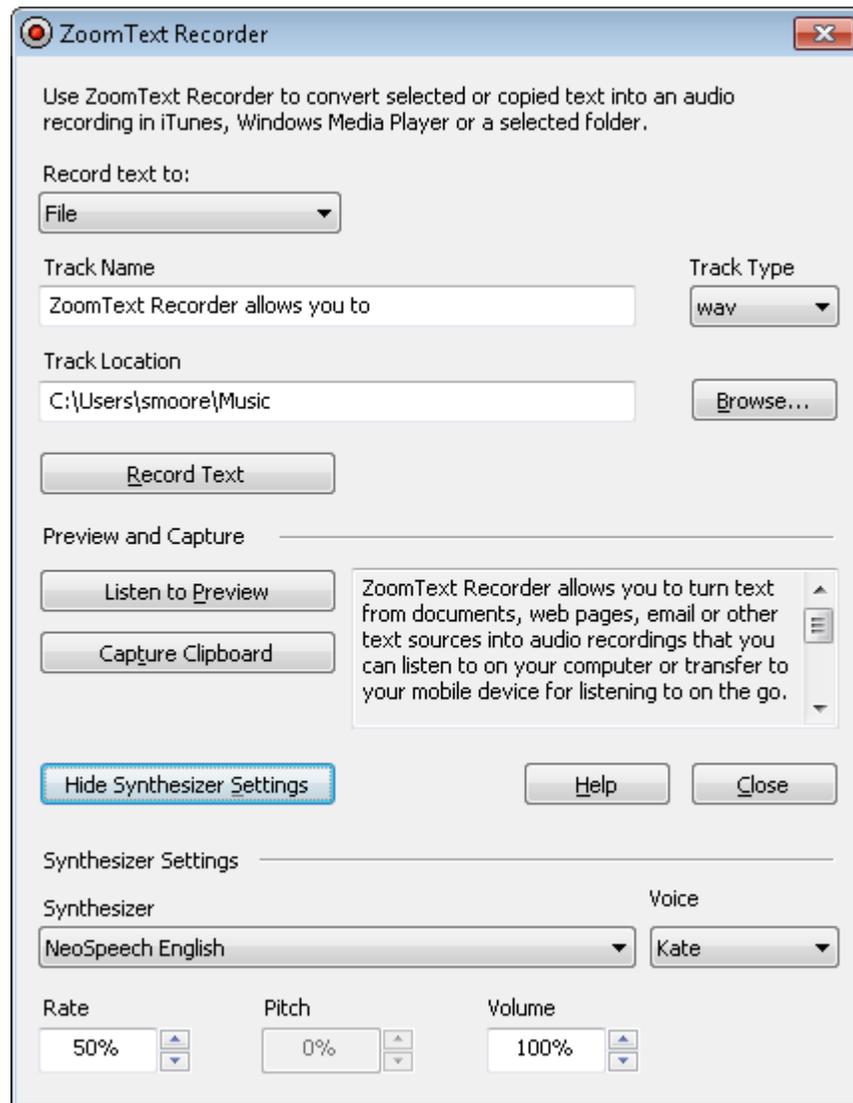
The ZoomText Recorder dialog appears.

Completing the recording process

When you start ZoomText Recorder its dialog appears with the captured text ready to record. All you have to do is choose the desired recording options and select the Record Text button. A progress indicator appears during the recording process to let you know that it is working. You can stay and watch the progress indicator or switch to another application and make better use of your time. A friendly chime will sound when the recording process is complete.

Recording times vary depending on the size of the text selection, chosen synthesizer, destination and speed of the system. However, our general rule of thumb for recording time is about 5 to 10 seconds per page of text.

Note: When "Record text to:" is set to iTunes the iTunes application will open at the end of the recording process.



ZoomText Recorder dialog

Setting	Description
Record text to:	<p>Selects the destination for your recording. Choices are iTunes, Windows Media Player or to a file.</p> <p>Note: This overrides the Group Name setting.</p>
Track Name	<p>Allows you to type a meaningful name for your recording. Each time new text is captured the track name is automatically set to the first 5 words of the captured text. You can type over this text.</p> <p>Note: Invalid file naming characters are replaced with the underscore character.</p>
Track Type	<p>Selects or displays the type of audio file format in which the recorded text will be saved.</p> <p>If "Record Text To" is set to File, you can choose WAV or WMA.</p> <p>If "Record Text To" is set to iTunes, the audio file is automatically set to MP3.</p> <p>If "Record Text To" is set to Windows Media Player, the audio file is automatically set to WMA.</p>

(Continued)

Track Location	<p>Displays the current folder location where the audio file will be saved and allows you to enter a new folder location.</p> <p>Note: The control is disabled (grayed out) when the Track Location is set to iTunes—because the location is predefined for iTunes.</p>
Browse...	<p>Opens a Windows Explorer dialog for selecting a location to save the audio file.</p> <p>Note: The button is disabled (grayed out) when the Track Location is set to iTunes.</p>
Record Text	<p>Initiates the recording process. During the recording process this button changes to "Cancel Recording".</p>
Listen to Preview / Cancel Preview	<p>Speaks up to the first 400 words of the captures text. During the preview this button changes to "Cancel Preview".</p>
Capture Clipboard	<p>Captures the text currently in the Windows Clipboard (replacing the previously captured text).</p>
Show / Hide Synthesizer Settings	<p>Expands and collapses the section of the ZoomText Recorder dialog that contains the synthesizer settings.</p>

(Continued)

Synthesizer	Displays a list of available synthesizers on your system. Note: ZoomText supports SAPI 4 and SAPI 5 based speech synthesizers.
Voice	Displays a list of available voices in the selected synthesizer.
Rate	Adjusts the voice rate (if supported by the synthesizer).
Pitch	Adjusts the voice pitch (if supported by the synthesizer).
Volume	Adjusts the voice volume (if supported by the synthesizer).

Background Reader

Background Reader allows you to listen to documents, webpages, email or any text while you simultaneously perform other tasks. You simply copy or select the text you want to listen to and start Background Reader. While the text is being read aloud, you are free to type notes, browse the web or do other work on your computer.

Starting Background Reader

There are two ways to capture text when starting Background Reader. Background Reader can read text that you have copied to the Windows Clipboard or text that you have selected in the active application.

► To read text from the Windows Clipboard

1. Select the text that you want to listen to and copy it to the Windows Clipboard.
2. Use one of the following methods to start Background Reader:
 - Press the Read Clipboard Text hotkey:
CAPS LOCK + C.
 - On the **Tools** toolbar, select **BgRdr**.



The Background Reader toolbar appears and automatically starts reading the text you placed in the Windows Clipboard.

► **To read text selected in the active application**

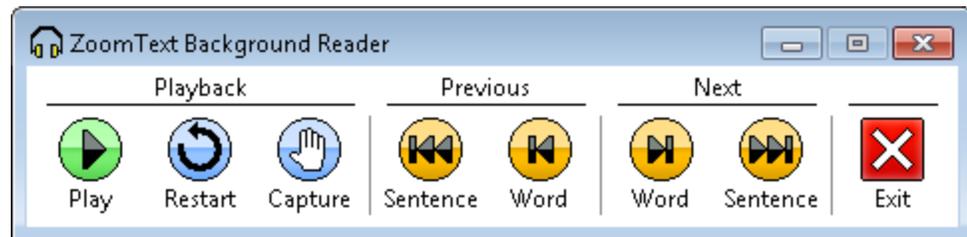
1. Select the text you want to listen to.
2. Press the Read Selected Text hotkey: **CAPS LOCK + S**.

The Background Reader toolbar appears and automatically starts reading the text you selected in the active application.

Note: If the toolbar does not appear when starting Background Reader the "Start toolbar minimized" option has been selected in the Background Reader settings. To access and disable this setting, Background Reader Settings see "Background Reader Settings" in this chapter.

Operating Background Reader

Once you have started Background Reader you can operate it using the toolbar or the hotkeys. The toolbar is an easy way to get started and learn how Background Reader works. However, we highly recommend learning to use the hotkeys as they will allow you to seamlessly control Background Reader while you are working in other applications (without having to switch back and forth) and realize the true multitasking potential of Background Reader.



Background Reader toolbar

- ▶ **To operate Background Reader using the toolbar**
 1. To start and stop reading, click the **Play/Pause** button.
 2. To skim forward and backward, click the **Sentence** and **Word** buttons.
 3. To restart reading at the beginning, click the **Restart** button.
 4. To read new text that you have placed in the Windows Clipboard, click the **Capture** button.
 5. To exit Background Reader, click the **Exit** button.

► **To bring the Background Reader toolbar into view**

When Background Reader is running you can bring its toolbar into view by pressing **Caps Lock + T**.

► **To operate Background Reader using hotkeys**

Use the following commands:

Commands	Keys
BGR Read Clipboard Text	CAPS LOCK + C
BGR Read Selected Text	CAPS LOCK + S
BGR Play / Pause	CAPS LOCK + ENTER
BGR Restart (from the beginning)	CAPS LOCK + BACKSPACE
BGR Next Sentence	CAPS LOCK + RIGHT
BGR Current Sentence	CAPS LOCK + SPACEBAR
BGR Previous Sentence	CAPS LOCK + LEFT
BGR Next Word	CTRL + CAPS LOCK + RIGHT
BGR Current Word	CTRL + CAPS LOCK + SPACEBAR
BGR Previous Word	CTRL + CAPS LOCK + LEFT
BGR Show Toolbar	CAPS LOCK + T
BGR Exit	CAPS LOCK + ESC

Background Reader Settings

The Background Reader settings allow you to choose how the toolbar appears when you start and run Background Reader.

► To adjust the Background Reader settings

1. In the **Tools** menu, choose **Background Reader...**

The Tools dialog appears with the Background Reader tab displayed.

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



Background Reader dialog

Setting	Description
Keep toolbar on <u>t</u> op of other windows	The Background Reader toolbar will remain on top of all other application windows even when ZoomText is not the active application.
Start toolbar <u>m</u> inimized when launched by hotkey	When Background Reader is started by a hotkey (Read Clipboard Text or Read Selected Text), the toolbar starts up minimized to the Windows taskbar.

ZoomText ImageReader

ZoomText ImageReader is a companion product to ZoomText Magnifier/Reader that allows you to scan and read printed materials and convert them into electronic documents or audio files. Image Reader comes with a state of the art document camera that is USB powered and fits in a laptop bag or backpack—ideal for on the go users and when away from a power source.

Buttons for launching ZoomText ImageReader appear on ZoomText's Tools toolbar. This buttons are only enabled when ZoomText ImageReader is installed on the system.

For more information on ZoomText ImageReader, visit the Ai Squared website at www.aisquared.com, or contact your Ai Squared dealer.

CHAPTER 6

Preferences

Preferences are convenience features that control how ZoomText starts, exits and appears on the Windows desktop while running. You can also enable Automatic Updating, so that ZoomText automatically checks for available online updates each time you launch the program.

Program Preferences

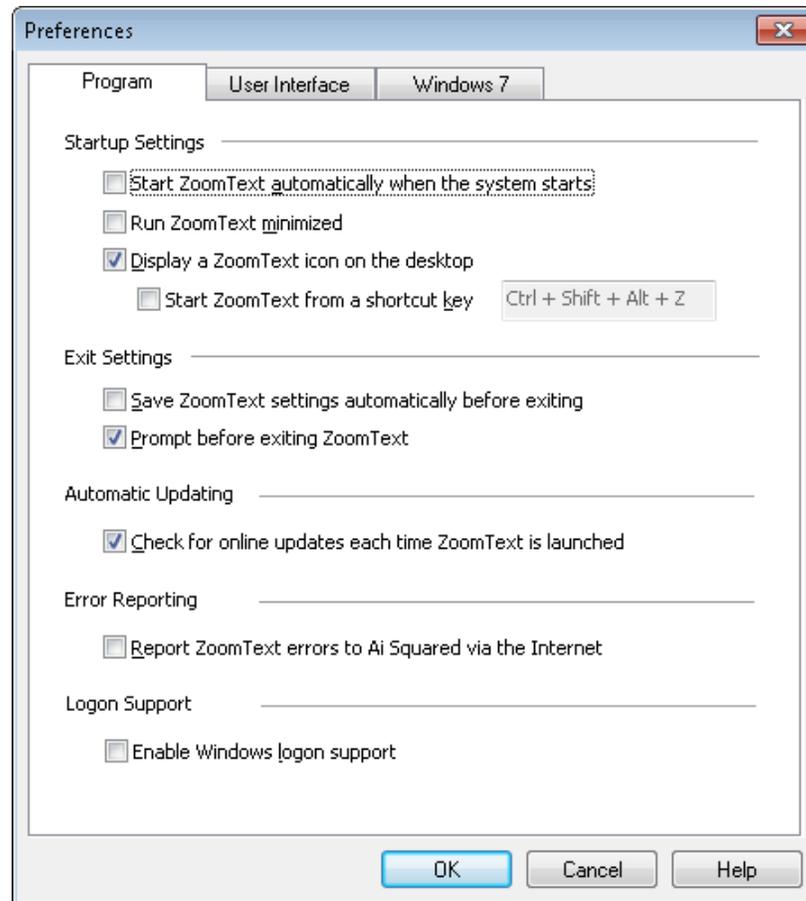
Program preferences control how ZoomText starts and exits, and allows you to enable automatic updating.

► To adjust the program preferences

1. In the **S**ettings menu, choose **P**rogram...

The Preferences dialog appears with the Program tab displayed.

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



Program tab

The following table describes the Program preference settings.

Setting	Description
Start ZoomText <u>a</u> utomatically	ZoomText will automatically run each time you start your system.
Run ZoomText <u>m</u> inimized	The ZoomText user interface is minimized when ZoomText is started.
<u>D</u> isplay a ZoomText icon	Displays the ZoomText desktop icon.

(Continued)

<p>Start ZoomText from a shortcut <u>key</u></p>	<p>Enables ZoomText to be started by pressing a shortcut key.</p> <p>The box to the right provides a space for you to define (type) the keyboard shortcut for starting or switching to ZoomText. Shortcut keys consist of a two modifier keys (any combination of CTRL, ALT, and SHIFT), and a primary key (any letter, number or symbol). For example, to define the ZoomText shortcut key as CTRL + SHIFT + Z, select the Shortcut key field, and then press CTRL, SHIFT and Z simultaneously.</p> <p>Note: When Start ZoomText from a shortcut key is enabled, no other program can use the defined shortcut key.</p>
<p><u>S</u>ave ZoomText settings automatically</p>	<p>All ZoomText settings are saved to the active configuration when the program exits.</p>
<p><u>P</u>rompt before exiting ZoomText</p>	<p>You are prompted to confirm your choice to exit the program.</p>

(Continued)

<p><u>C</u>heck for online updates</p>	<p>Each time you start ZoomText, if an Internet connection is established, ZoomText will check the Ai Squared website for available program updates. If updates are available, the Update Wizard will give you the option to download and install the updates.</p>
<p><u>R</u>eport ZoomText errors to Ai Squared</p>	<p>When a ZoomText program error occurs, an error report is transmitted to Ai Squared via the Internet (if an active Internet connection exists). No personal information is included in the error report.</p>
<p><u>E</u>nable Windows <u>l</u>ogon support</p>	<p>Enables ZoomText's magnification and screen reading support in the Windows logon screen. The ZoomText logon toolbar is also displayed allowing you to adjust the magnification level, invert the screen colors, and turn screen reading on and off.</p>

User Interface Preferences

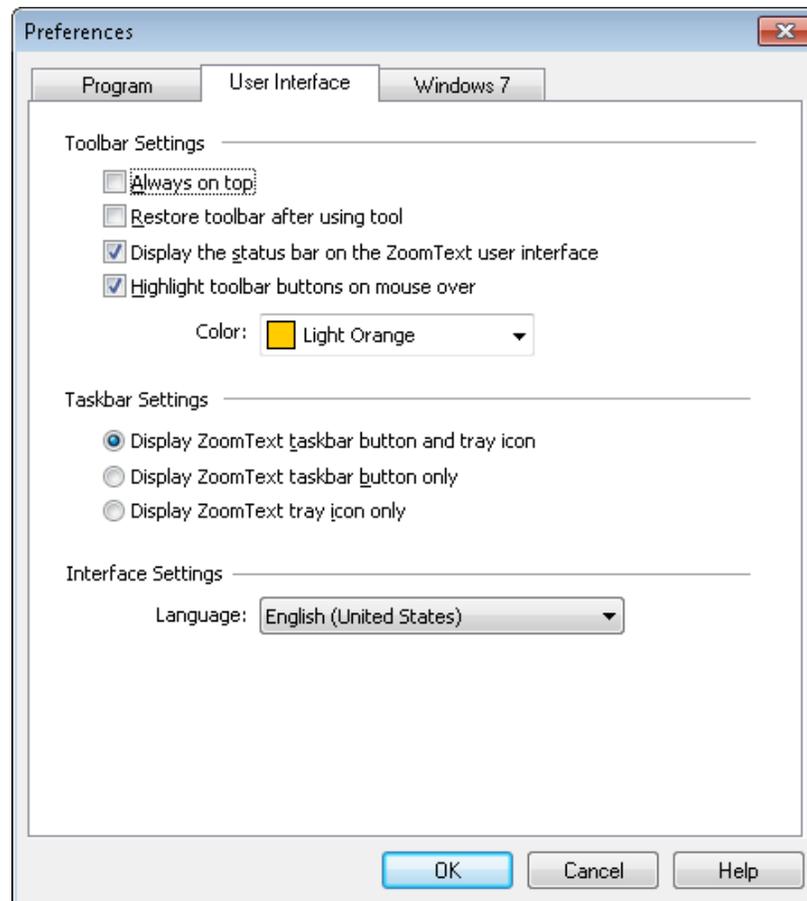
User interface preferences control how the ZoomText user interface appears on the Windows desktop.

► **To adjust the user interface preferences**

1. In the **Settings** menu, choose **User Interface...**

The Preferences dialog appears with the User Interface tab displayed.

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



User Interface tab

The following table describes the User Interface settings.

Setting	Description
<u>A</u> lways on top	The ZoomText user interface window will remain on top of all other windows, even when ZoomText is not the active application.
<u>R</u> estore toolbar after using tool	The ZoomText toolbar is always restored when exiting a ZoomText tool.
Display the <u>s</u> tatus bar	Displays the name of the active application and informs you when ZoomText's reading tools, reading zones and application settings are available to be used.
<u>H</u> ighlight toolbar buttons	When the mouse moves over buttons on ZoomText's toolbar, the buttons are highlighted.
Color	Selects the color for button highlighting.
Display <u>t</u> askbar button and tray icon	When ZoomText is running, its taskbar button and tray icon are both displayed.
Display taskbar <u>b</u> utton only	When ZoomText is running, only its taskbar button is displayed.
Display tray <u>i</u> con only	When ZoomText is running, only its system tray icon is displayed.
Language	<p>Selects the language that the ZoomText user interface will appear in.</p> <p>Note: This option is not available in English only versions.</p>

Windows Preferences

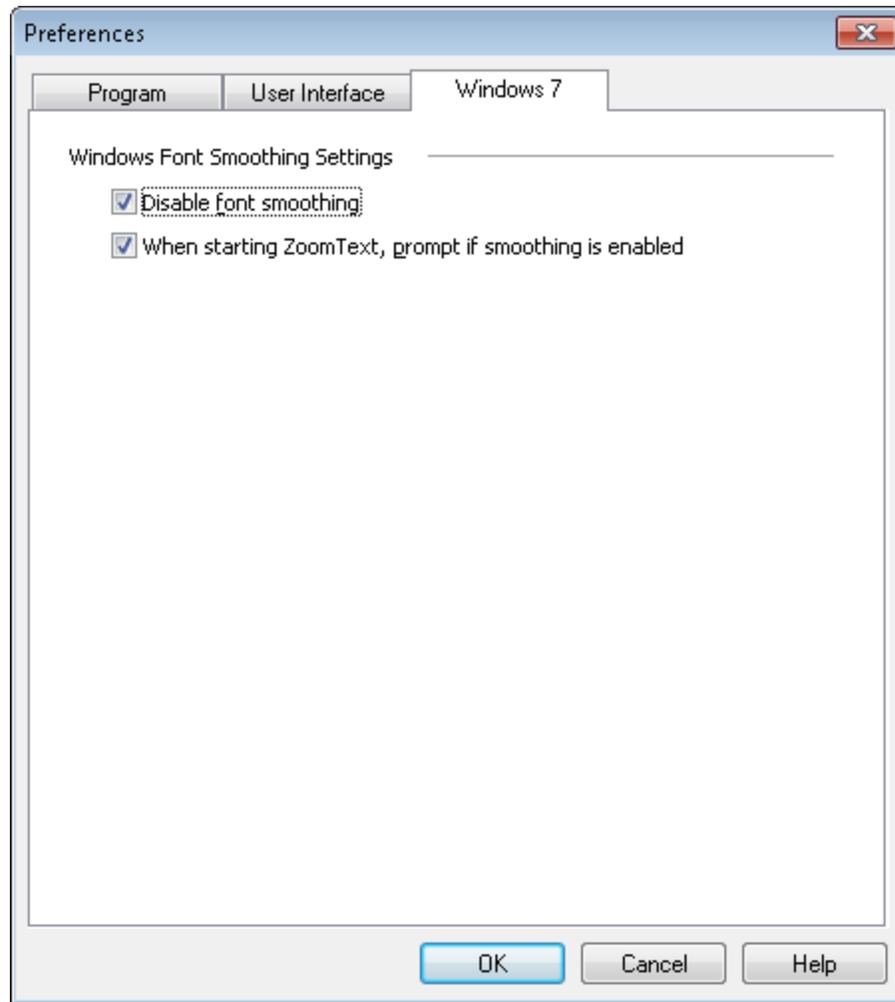
Windows preferences allow you to disable Windows ClearType font smoothing for improved quality of ZoomText's magnified text.

► **To adjust the Windows preferences**

1. In the **S**ettings menu, choose **W**indows...

The Preferences dialog appears with the Windows tab displayed.

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



Windows tab

The following table describes the Windows preference settings.

Setting	Description
Disable font smoothing	<p>Disables Windows font smoothing option, allowing ZoomText to display the highest quality of magnified text. When Windows font smoothing is enabled, some of ZoomText magnified text may be degraded.</p> <p>This Windows font smoothing option can also be enable and disabled in Windows Appearance Settings dialog. To access these settings, in the Windows Control Panel, select Personalization ▶ Window Color and Appearance.</p> <p>Note: When selecting this option and clicking the OK button, you will be prompted to restart your system. Restarting the system insures that font smoothing has been disabled in all applications.</p>
When starting ZoomText, prompt if smoothing is enabled	<p>When you start ZoomText, if the Windows font smoothing option is enabled ZoomText will prompt you with the option to disable font smoothing.</p> <p>Note: If you choose to disable font smoothing you will be prompted to restart your system.</p>

CHAPTER 7

Hotkeys

Hotkeys are key combinations that execute ZoomText commands without having to activate the ZoomText user interface. Hotkeys exist for almost all ZoomText features, allowing you to control ZoomText while another program is active.

Some important facts about ZoomText hotkeys are:

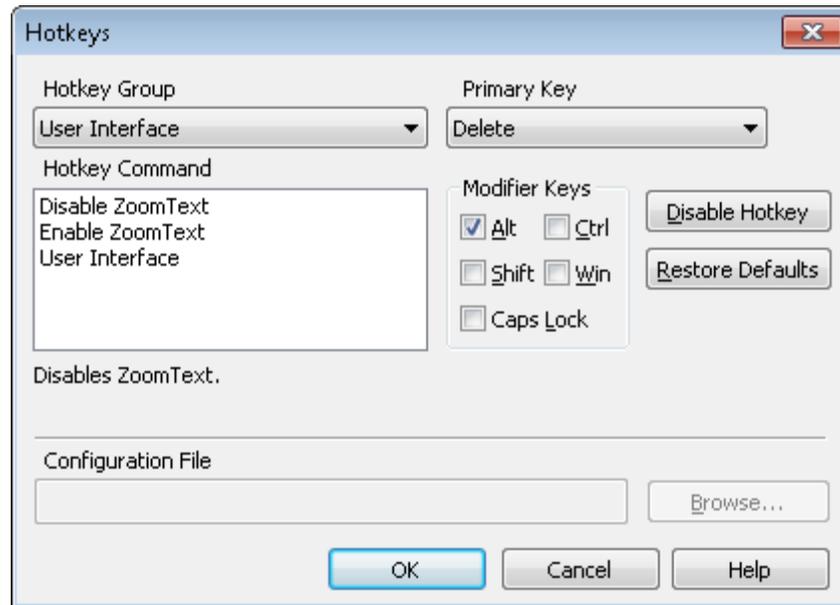
- Individual hotkeys can be changed or disabled to eliminate conflicts with other programs.
- Keys and mouse buttons can be used to define a hotkey.
- Each hotkey must be unique.

Hotkey Combinations

Each hotkey consists of one or more modifier keys and a single primary key. The modifier keys consist of any combination of **ALT**, **CTRL**, **SHIFT**, **CAPS LOCK** and the **Windows Key**. The primary key can be any other key or any mouse button.

Hotkeys Dialog Box

All ZoomText hotkeys can be examined and modified in the Hotkeys dialog box.



Hotkeys dialog

The following table describes the Hotkeys settings.

Setting	Description
Hotkey Group	Selects a group of related hotkeys. The hotkeys in the selected group appear in the Hotkey Command list.
Hotkey Command	Displays a list of all hotkeys in the selected hotkey group. When a hotkey is highlighted, its primary and modifier keys are displayed.

(Continued)

Primary Key	Sets the primary key for the highlighted hotkey command. Any key in the drop down list can be selected, including mouse buttons.
Modifier Keys	Sets the modifier keys for the highlighted hotkey command. One or more modifier keys must be selected.
<u>D</u> isable Hotkey	Disables a hotkey command from functioning. When a hotkey is disabled, the primary and modifier keys are grayed out. Click on the <u>E</u>nable Hotkey button to re-enable the hotkey.
<u>R</u> estore Defaults	Restores all hotkeys to their original settings.
Configuration File	Displays the name of the configuration file associated with a Load Configuration hotkey. For more information, see Chapter 8 - "Configuration Files."
<u>B</u> rowse...	<p>Displays the Select Configuration dialog box, which lists the existing configuration files. A configuration file can be assigned to a Load Configuration hotkey by selecting the desired file and choosing OK.</p> <p>Note: The <u>B</u>rowse button is only enabled when a Load Configuration hotkey command is highlighted.</p>

Changing Hotkey Settings

▶ **To change hotkey settings**

1. In the **S**ettings menu, choose **H**otkeys...
The Hotkeys dialog appears.
2. Select the desired **Hotkey Group** and **Hotkey Command**.
3. Adjust the hotkey combination as desired.
4. Repeat steps 2 and 3 for each hotkey you wish to modify.
5. Click the **OK** button.

▶ **To assign a configuration file to a configuration hotkey**

1. In the **S**ettings menu, choose **H**otkeys...
The Hotkeys dialog appears.
2. In the **Hotkeys Group** box, select **Configuration Hotkeys**.
3. In the **Hotkey Command** box, select the desired configuration hotkey.
4. Click on the **B**rowse button.
5. In the **Select Configuration** dialog box, select the desired configuration file.
6. Click on the **OK** button.

Passing Hotkeys to the Current Application

When a key combination is assigned to a ZoomText hotkey, this command will only be processed by ZoomText. If the key combination is also used by the current application, this program will not respond to the command. However, you can force ZoomText to pass a hotkey to the current application.

► **To pass a hotkey to the current application**

1. Press the Pass Thru hotkey: **ALT + PAUSE**
2. Press the desired key combination.

The current application will process the key combination.

ZoomText Hotkeys

The following tables list the command names and default assignments for all ZoomText hotkeys (by Hotkey Group). Hotkey assignments can be changed in the Hotkeys dialog box.

Note: AppReader and DocReader 'Navigation Commands' and all 'Text Reading Commands' have fixed key assignments that cannot be changed. These commands do not appear in the Hotkeys dialog.

AppReader and DocReader Hotkeys (*Magnifier/Reader* only)

General Commands	Keys
AppReader	ALT + SHIFT + A
AppReader Read from Pointer	ALT + SHIFT + LEFT-CLICK
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
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
Page Up	PAGE UP
Page Down	PAGE DOWN
Beginning of Document	CTRL + HOME
End of Document	CTRL + END
Next Link	TAB
Previous Link	SHIFT + TAB
Execute Link	CTRL + ENTER

Background Reader Hotkeys

Commands	Keys
BGR Read Clipboard Text	CAPS LOCK + C
BGR Read Selected Text	CAPS LOCK + S
BGR Play / Pause	CAPS LOCK + ENTER
BGR Restart (from the beginning)	CAPS LOCK + BACKSPACE
BGR Next Sentence	CAPS LOCK + RIGHT
BGR Current Sentence	CAPS LOCK + SPACEBAR
BGR Previous Sentence	CAPS LOCK + LEFT
BGR Next Word	CTRL + CAPS LOCK + RIGHT
BGR Current Word	CTRL + CAPS LOCK + SPACEBAR
BGR Previous Word	CTRL + CAPS LOCK + LEFT
BGR Show Toolbar	CAPS LOCK + T
BGR Exit	CAPS LOCK + ESC

Camera Hotkeys

Commands	Keys
On/Off	CTRL + WINDOWS + ENTER
Toolbar	CTRL + WINDOWS + T
Zoom In	CTRL + WINDOWS + UP
Zoom Out	CTRL + WINDOWS + DOWN
View: Full/Docked	CTRL + WINDOWS + SPACEBAR
View: Cycle Docked	CTRL + WINDOWS + D
View: Rotate Image	CTRL + WINDOWS + R
Manual Focus On/Off	CTRL + WINDOWS + M
Manual Focus In	CTRL + WINDOWS + RIGHT
Manual Focus Out	CTRL + WINDOWS + LEFT
Clarity On/Off	ALT + WINDOWS + C
Clarity Reset	ALT + WINDOWS + R
Brightness Increase	ALT + WINDOWS + UP
Brightness Decrease	ALT + WINDOWS + DOWN
Contrast Increase	ALT + WINDOWS + RIGHT
Contrast Decrease	ALT + WINDOWS + LEFT
Two-Color On/Off	ALT + WINDOWS + SPACEBAR
Two-Color Scheme	ALT + WINDOWS + S

Configuration Hotkeys

Commands	Keys
Load Configuration 1	ALT + SHIFT + 1
Load Configuration 2	ALT + SHIFT + 2
Load Configuration 3	ALT + SHIFT + 3
Load Configuration 4	ALT + SHIFT + 4
Load Configuration 5	ALT + SHIFT + 5
Load Configuration 6	ALT + SHIFT + 6
Load Configuration 7	ALT + SHIFT + 7
Load Configuration 8	ALT + SHIFT + 8
Load Configuration 9	ALT + SHIFT + 9
Load Configuration 10	ALT + SHIFT + 0
Save Application Settings	CTRL + SHIFT + S

Logon Support Hotkeys

Commands	Keys
Logon Support On	ALT + INSERT
Logon Support Off	ALT + DELETE
Increase Magnification	ALT + NUMPAD PLUS
Decrease Magnification	ALT + NUMPAD MINUS
Color Invert On/Off	CTRL + SHIFT + C
Speech On/Off	ALT + SHIFT + S

Magnification Hotkeys

Commands	Keys
Increase Magnification	ALT + NUMPAD PLUS
Decrease Magnification	ALT + NUMPAD MINUS

Magnifier Toolbar Hotkeys

Commands	Keys
Window Type	CTRL + SHIFT + Z
Adjust Window Tool	CTRL + SHIFT + A
Dual Monitor On/Off	WINDOWS + SHIFT + D
Dual Monitor View	WINDOWS + SHIFT + Z
Freeze Tool	CTRL + SHIFT + N
Freeze Window On/Off	CTRL + SHIFT + E
Color Enhancements On/Off	CTRL + SHIFT + C
Pointer Enhancements On/Off	CTRL + SHIFT + P
Cursor Enhancements On/Off	CTRL + SHIFT + R
Focus Enhancements On/Off	CTRL + SHIFT + O
Font Enhancements Type	CTRL + SHIFT + F
Desktop Finder	CTRL + SHIFT + D
Web Finder	CTRL + SHIFT + W
Text Finder	CTRL + SHIFT + T

Miscellaneous Hotkeys

Commands	Keys
Locator On/Off	CTRL + SHIFT + L
View Mode On/Off	CTRL + SHIFT + V
Move Mouse To View	CTRL + SHIFT + B
Move View To Mouse	CTRL + SHIFT + Y
Smooth Panning On/Off	WINDOWS + SHIFT + P
Pass Thru (next hotkey)	ALT + PAUSE
AHOI On/Off	CTRL + ALT + SHIFT + A
AHOI Status Report	CTRL + ALT + SHIFT + S
Capture ZoomText Screen	CTRL + ALT + SHIFT + C
Cursor Detect	CTRL + ALT + SHIFT + D
Highlight Detect	CTRL + ALT + SHIFT + H
MSAA On/Off	CTRL + ALT + SHIFT + M
Program Information	CTRL + ALT + SHIFT + P
Tracking On/Off	CTRL + ALT + SHIFT + T
Update Screen Model	CTRL + ALT + SHIFT + U

Reader Toolbar Hotkeys (*Magnifier/Reader* only)

Commands	Keys
Speech On/Off	ALT + SHIFT + S
Increase Speech Rate	CTRL + NUMPAD PLUS
Decrease Speech Rate	CTRL + NUMPAD MINUS
Typing Echo Mode	ALT + SHIFT + T
Mouse Echo Mode	ALT + SHIFT + M
Verbosity Level	ALT + SHIFT + V
AppReader	ALT + SHIFT + A
DocReader	ALT + SHIFT + D
SpeakIt Tool	ALT + SHIFT + I

Reading Zones Hotkeys (*Magnifier/Reader* only)

Commands	Keys
Trigger Zone 1	CTRL + ALT + 1
Trigger Zone 2	CTRL + ALT + 2
Trigger Zone 3	CTRL + ALT + 3
Trigger Zone 4	CTRL + ALT + 4
Trigger Zone 5	CTRL + ALT + 5
Trigger Zone 6	CTRL + ALT + 6
Trigger Zone 7	CTRL + ALT + 7
Trigger Zone 8	CTRL + ALT + 8
Trigger Zone 9	CTRL + ALT + 9
Trigger Zone 10	CTRL + ALT + 0
Next Reading Zone	CTRL + ALT + N
Previous Reading Zone	CTRL + ALT + P
List Reading Zones	CTRL + ALT + L
Navigate Reading Zones	CTRL + ALT + V
New Reading Zone	CTRL + ALT + Z
Edit Reading Zones	CTRL + ALT + E

Recorder Hotkeys (*Magnifier/Reader* only)

Commands	Keys
Record Clipboard Text	CTRL + CAPS LOCK + C
Record Selected Text	CTRL + CAPS LOCK + S

Screen Reading Hotkeys (*Magnifier/Reader* only)

Commands	Keys
Say Window Title	CTRL + ALT + W
Say Dialog Tab	CTRL + ALT + T
Say Dialog Message	CTRL + ALT + M
Say Focus	CTRL + ALT + F
Say Default Button	CTRL + ALT + B
Say Group Name	CTRL + ALT + G
Say Status Bar	CTRL + ALT + X
Say All	CTRL + ALT + A
Say Selected Text	CTRL + ALT + S
Say Cell Row Title	CTRL + ALT + R
Say Cell Column Title	CTRL + ALT + K
Say Cell Formula	CTRL + ALT + O
Say Cell Comment	CTRL + ALT + C
Say Current Time	CTRL + ALT + I
Say Current Date	CTRL + ALT + Y
Say Clipboard	ALT + SHIFT + C
Quiet	ALT + SHIFT + Q , or CTRL
Change Speech Engine	ALT + SHIFT + E

Scroll Hotkeys

Commands	Keys
Scroll Up	ALT + UP
Scroll Down	ALT + DOWN
Scroll Left	ALT + LEFT
Scroll Right	ALT + RIGHT
Jump Up	ALT + PGUP
Jump Down	ALT + PGDN
Jump Left	ALT + HOME
Jump Right	ALT + END
Jump Center	ALT + NUMPAD 5
Save View	ALT + NUMPAD /
Restore View	ALT + NUMPAD *

Text Reading Hotkeys (*Magnifier/Reader* only)

Commands	Keys
Say Previous Character	LEFT
Say Current Character	NUMPAD 5
Say Next Character	RIGHT
Say Previous Word	CTRL + LEFT
Say Current Word	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
Say Previous Line	UP
Say Current Line	SHIFT + NUMPAD 5
Say Next Line	DOWN
Say Previous Paragraph	CTRL + UP
Say Current Paragraph	CTRL + SHIFT + NUMPAD 5
Say Next Paragraph	CTRL + DOWN

In addition to the Text Reading commands listed above, ZoomText will also speak when using the 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 the 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.

Note: When holding down the **SHIFT** key to select text by character, word, line or paragraph, the visible text that is selected or de-selected will be spoken.

Tools Toolbar Hotkeys

Commands	Keys
Camera On/Off	CTRL + WINDOWS + ENTER
Background Reader	CAPS LOCK + C
Recorder (start)	CTRL + CAPS LOCK + C
ImageReader	See the ZoomText ImageReader User Guide

User Interface Hotkeys

Commands	Keys
Enable ZoomText	ALT + INS
Disable ZoomText	ALT + DEL
Display User Interface	CTRL + SHIFT + U
Help Tool	CTRL + SHIFT + H

Web Finder Hotkeys

Commands	Keys
Start Web Finder	CTRL + SHIFT + W
Exit Web Finder	ESC
Next Item	ENTER, or CTRL + RIGHT
Previous Item	SHIFT + ENTER, or CTRL + LEFT
First Item (in filtered list)	CTRL + HOME
Last Item (in filtered list)	CTRL + END
Execute Item	CTRL + ENTER
AppReader	ALT + SHIFT + A
Toggle List Search (open/close)	ALT + L
Cycle Page Item Type Up	CTRL + UP
Cycle Page Item Type Down	CTRL + DOWN
Next Heading	CTRL + H
Previous Heading	CTRL + SHIFT + H
Next Heading Level 1 ... 6	CTRL + 1 ... 6
Previous Heading Level 1 ... 6	CTRL + SHIFT + 1 ... 6
Next Form	CTRL + F
Previous Form	CTRL + SHIFT + F

(Continued)

Next Table	CTRL + T
Previous Table	CTRL + SHIFT + T
Next Link	CTRL + L
Previous Link	CTRL + SHIFT + L
Next Control	CTRL + C
Previous Control	CTRL + SHIFT + C
Next Image	CTRL + I
Previous Image	CTRL + SHIFT + I
Next List	CTRL + S
Previous List	CTRL + SHIFT + S

Configuration Files

All ZoomText settings can be saved and restored using configuration files. Configuration files control all ZoomText features; including magnification level, zoom window type, screen enhancements, reading options, application settings and hotkeys. Any number of files can be saved, allowing you to create custom ZoomText configurations that can be recalled at any time.

Saving and Loading Configurations

The current ZoomText settings can be saved to a configuration file at any time. This configuration file can be loaded at a later time and the new settings will take effect immediately.

► **To save settings to a configuration file**

1. Set all ZoomText features as desired.
2. In the **File** menu, choose **Save Configuration...**

The Save Configuration dialog box appears displaying the existing configuration files.

3. Type the name of the new configuration in the **File name** box.
4. Click on the **OK** button.

► **To load settings from a configuration file**

1. In the **File** menu, choose **Open Configuration...**

The Open Configuration dialog box appears displaying the existing configuration files.

2. Highlight the desired configuration file.
3. Click on the **Open** button.

The Default Configuration

When you start ZoomText, the default configuration file, ZT.ZXC, is automatically loaded. This file contains the built-in defaults for all ZoomText settings. You can create your default configuration, which will load your custom settings whenever ZoomText is run. Don't worry about losing the built-in settings – the original default file can be easily restored.

► **To save a custom default configuration**

1. Set all ZoomText features as desired.
2. In the **F**ile menu, choose **S**ave **A**s **D**efault.

A dialog appears prompting you to confirm saving the configuration.

3. Select **Y**es to overwrite the current default configuration.

► **To restore the original default configuration file**

1. In the **F**ile menu, choose **R**estore **D**efaults.

A dialog appears prompting you to confirm restoring the configuration.

2. Select **Y**es to overwrite the current default configuration.

Configuration Hotkeys

You can use hotkeys to load configuration files, without activating the ZoomText user interface. Before a configuration hotkey can be used, a configuration file must be assigned to it. The following table lists the default configuration hotkeys. For information on assigning configurations to hotkeys, see "Changing Hotkey Settings" in Chapter 7.

To load...	Press
Configuration File 1	ALT + SHIFT + 1
Configuration File 2	ALT + SHIFT + 2
Configuration File 3	ALT + SHIFT + 3
Configuration File 4	ALT + SHIFT + 4
Configuration File 5	ALT + SHIFT + 5
Configuration File 6	ALT + SHIFT + 6
Configuration File 7	ALT + SHIFT + 7
Configuration File 8	ALT + SHIFT + 8
Configuration File 9	ALT + SHIFT + 9
Configuration File 10	ALT + SHIFT + 0

Application Settings

Within each ZoomText configuration, you can define custom settings for each application that you use. For example, you can have ZoomText display your web browser at one magnification level and your word processor at another. Whenever these applications become active their ZoomText settings are automatically restored. Applications without custom settings are displayed and spoken according to the settings of the current configuration file.

► **To define and save application settings**

1. Open the application for which you want to define settings.
2. Switch directly to ZoomText and select the settings you wish to use with that application.
3. In the **F**ile menu, choose **S**ave **A**pplication **S**ettings.

A dialog prompts you to save the application settings.

Hotkey: **CTRL + SHIFT + S**

4. Click the **Yes** button to save the application settings.

At any time, you can disable or delete application settings. Disabled application settings remain in your configuration and may be re-enabled at any time. Deleted application settings are removed from your configuration.

► **To disable or delete application settings**

1. In the ZoomText **F**ile menu, choose **M**anage **A**pplication **S**ettings...

The Manage Application Settings dialog appears.

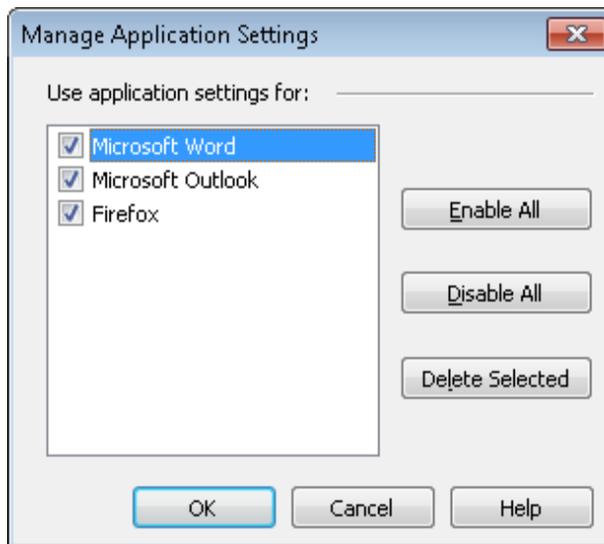
2. To disable application settings; in the **Use application Settings for** listbox, uncheck the desired applications.

The selected application remains in the list, but application settings are not used.

3. To delete application settings, select the desired application and choose **D**el~~e~~te **S**elect~~e~~d.

The selected application is removed from the list.

4. Click on the **O**K button.



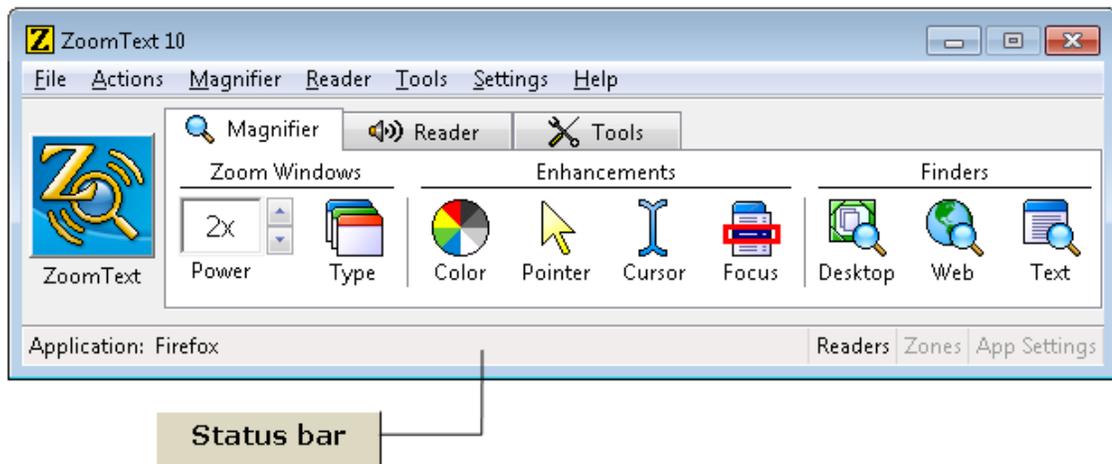
Manage Application Settings dialog

The following table describes settings in the Manage Application Settings dialog.

Setting	Description
Use application settings for	Displays a list of application settings that have been saved in the current ZoomText configuration.
<u>E</u> nable All	Enables all items listed in the Use Application Settings for listbox.
<u>D</u> isable All	Disables all items listed in the Use Application Settings for listbox.
De <u>l</u> ete Selected	Deletes the selected items in the Use Application Settings for listbox.

Naming Applications

When ZoomText is enabled, the name of the active application appears in ZoomText's status bar. The status bar also indicates whether or not ZoomText's reading tools, reading zones and application settings are available or defined for use in the active application.



In some cases, the name of the application may be difficult to identify. When this occurs, you can specify a friendlier application name for ZoomText to display in the **Name Applications** dialog.

Note: Applications names also appear in ZoomText's **Manage Application Settings** and **Exclude Applications** dialog boxes. These application names are displayed according to the specified friendly name (if a friendly name has been defined).

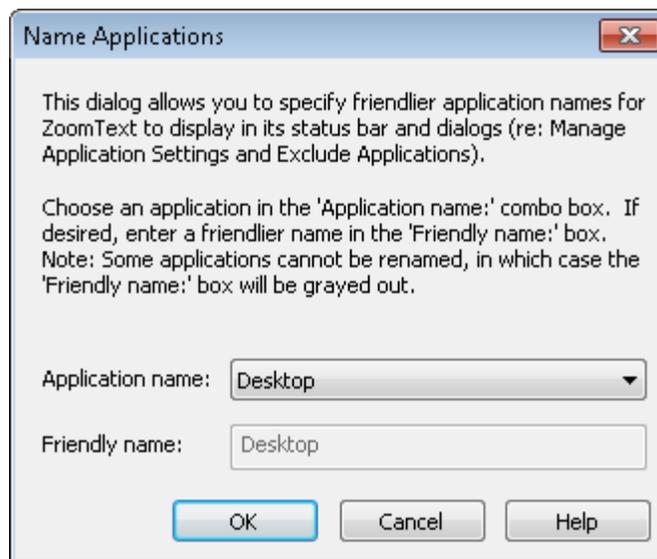
► **To name an application**

1. In the **F**ile menu, choose **N**ame Applications...

The Name Applications dialog appears.

2. In the **A**pplication name listbox, select the application you wish to rename.
3. In the **F**riendly name text box, type a new name that makes sense to you.
4. To name another application, repeat steps 2 through 4.
5. Click on the **O**K button.

Note: Some built-in Windows applications and utilities have pre-assigned friendly names that cannot be modified. These items are grayed out when selected in the Name Applications dialog.



Name Applications dialog

The following table describes the Name Application settings.

Setting	Description
Application name	Displays a list of applications that are currently running on your system. The application name is the name of the program's executable file.
Friendly name	Allows you to type a new friendly name for the selected application. The name will appear in the ZoomText status bar when the associated application is active.

CHAPTER 9

Scripting

In today's computer-centric world, visually-impaired individuals are challenged to meet the same performance goals as their normal-sighted peers. In many situations, especially job related, it can be difficult for these individuals to meet their goals, even when equipped with ZoomText.

With ZoomText's scripting feature you can create and utilize scripts to customize the behavior of ZoomText and other applications, providing more informative visual and audible feedback, and automation of tasks. This in turn allows you to work with improved speed and efficiency.

Here are just a few examples of things you can do with ZoomText scripting:

- Automatically announce selected fields of information in a database or spreadsheet.
- Automatically announce new items in your email inbox and automatically read email when opened.
- Automatically announce application controls and data in more meaningful way.
- Automatically read new text that arrives in a chat window.
- Automatically announce when a selected field of information changes, such as the balance in spreadsheet dipping below a specified value.

What are Scripts and Scripting Languages?

- **What is a script?** A script is a text file containing programming commands that initiate a given ZoomText or application task. Scripts can consist of a few lines of very simple commands or many lines of complex programming. ZoomText scripts are written using one of the industry standard *scripting languages*, such as VBScript, Jscript/JavaScript, C# or Perl. No special tools are required to write a script, in fact, scripts can be written using the Windows Notepad. However, you must have some knowledge and experience writing scripts.
- **What are scripting languages?** Scripting languages are programming languages that control existing applications or their components. Scripting languages can be created and used without special programming software or the need for traditional compiling and building of program code. Thus, they favor rapid development and the ability to communicate with other programs. There are many different scripting languages, each of which is generally designed for a specific type of use.
- **What scripting languages can be used to write ZoomText scripts?** The standard industry scripting languages that we suggest are: VBScript, Jscript/JavaScript, C# and Perl.

Writing ZoomText Scripts

Although most anyone can learn to write basic ZoomText scripts, writing true productivity scripts requires an amount of experience and expertise. Therefore, Ai Squared recommends using an experienced script writer to design, create and test scripts – preferably one that is understands the challenges faced by visually-impaired computer users.

An experienced script writer may be available within your company or organization – start by checking with your department manager or IT department. You may also find an experienced script writer through services advertised on the Internet. If you are unable to find a script writer on your own, Ai Squared may be able to assist you in finding a script writer – contact Ai Squared’s product support department at (802) 362-3612 or send email to support@aisquared.com.

Other Sources of ZoomText Scripts

With growing popularity of ZoomText scripting a variety of scripts for mainstream applications will become available for users to download and purchase. These scripts will be made available in the ZoomText Scripting Library on Ai Squared’s website. For more information, go to www.aisquared.com/scripting.

Scripting Documentation for Script Writers

The ZoomText Scripting Documentation for Script Writers provides instructional information for writing and testing ZoomText scripts.

▶ **To view the Documentation for Script Writers**

Do one of the following:

- In the Settings menu, choose Scripting ▶ Documentation.
- In the Windows **S**tart menu, select **A**ll Programs ▶ **Z**oomText 10 ▶ **O**ther ▶ **S**cripting ▶ **D**ocumentation.

Managing Scripts

ZoomText's scripting feature allows you to register and run scripts for any application. Some users may only require a few scripts for a single application, while other may need many scripts for many applications. The ZoomText Script Manager makes the process of registering, viewing and managing scripts a simple and intuitive task.

Here's what you can do with the ZoomText Script Manager:

- Register new scripts written for ZoomText
- Enable and disable scripts as needed (without having to unregister them)
- Open and edit scripts. **Important:** Editing scripts should only be performed by a qualified script writer.
- View a description of each script, including the script's purpose

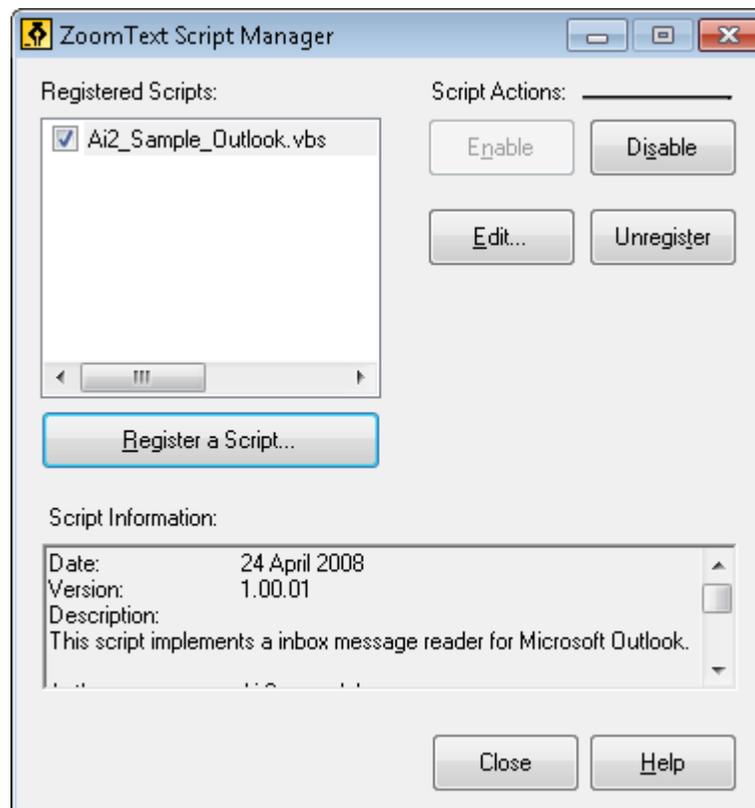
Note: You must have administrative privileges to make changes in the ZoomText Script Manager. Registering and modifying scripts can adversely affect the behavior of your system and should only be performed by a qualified individual or according to their instructions.

► **To view and manage ZoomText scripts**

1. In the Settings menu, choose Scripting ► Script Manager...

The Script Manager dialog appears.

2. Modify the registered scripts as desired.
3. Click the **OK** button.



The ZoomText Script Manager dialog

The following table describes the Script Manager settings.

Setting	Description
Registered Scripts:	Displays a list of scripts that are currently registered for use when ZoomText is running. Scripts that appear in this list may be enabled and disabled, moved up and down to prioritize their execution (when triggered by the same event), or removed altogether by unregistering the script. To perform these actions, select the desired script (or scripts) and then choose the desired script action.
<u>R</u> egister a Script...	Opens the Register Script dialog where you can specify scripts that you want to register for use with ZoomText. For information on how to register a script, see Registering Scripts.
<u>E</u> nable	Enables the highlighted script (or scripts). When a script is enabled it is executed whenever ZoomText is running – according to its designed purpose. Note: A script can also be enabled or disabled by clicking its associated check box.

(Continued)

Disable	<p>Disables the highlighted script (or scripts). When a script is disabled it remains registered with ZoomText but is not executed.</p> <p>Note: A script can also be enabled or disabled by clicking its associated check box.</p>
Edit...	<p>Opens the selected script in Windows Notepad where it may be viewed and edited.</p>
Unregister	<p>Removes the selected script so that it is no longer loaded by ZoomText. When a script is unregistered, it is immediately terminated and removed from the list of Registered Scripts.</p>
Script Information:	<p>Displays information about the highlighted script (if provided by the script author), including the author date, version, contact information and a description of the script's purpose.</p>

For more information about creating and registering scripts, see the ZoomText Scripting Documentation for Script Writers. In the **Settings** menu, choose **Scripting** ► **Documentation**.

Registering Scripts

In order to use scripts written for ZoomText they must first be registered using ZoomText's Script Manager. There are two types of ZoomText scripts that can be registered – script programs and script components.

- A **script program** is a text file and can be registered by simply browsing to and selecting its corresponding file. Script program files are typically written in VBScript (.VBS), Jscript (.JS) or Perl (.PL) scripting languages.
- A **script component** is a program file that must first be registered with Windows and ZoomText. These program files typically have a .DLL or .WSC file extension.

Important! You must have administrative privileges to register scripts and make changes in the ZoomText Script Manager. Registering and modifying scripts can adversely affect the behavior of your system and should only be performed by a qualified individual or according to their instructions.

► **To register a 'script program' with ZoomText (e.g. VBS, JS, PL)**

1. In the Settings menu, choose **S**cripting ► **S**cript Manager...

The Script Manager dialog appears.

2. In the Script Manager dialog, choose **R**egister a **S**cript...

The Register Script dialog appears.

3. Browse to folder containing the script program you want to register.
4. Select the script program and click the **OK** button.

The Script Manager dialog appears.

5. Click the **OK** button.

► **To register a 'script component' with ZoomText (e.g. DLL, WSC)**

1. If your script component is already registered with the Windows operating system, proceed to step 2. Otherwise, first register your script with Windows as follows:

▪ **To register a Windows scripting component (.WSC file):**

a) In Windows Explorer, locate the scripting file.

b) Right-click on the file and select **Register**.

▪ **To register a COM scripting component (.DLL file):**

a) Click on the Windows **Start** button and select **Run...**

b) Type **COMMAND** and click the **OK** button.

The command prompt appears.

c) At the command prompt, type:

```
REGSVR32 {path \ filename of script}
```

d) Press the **ENTER** key.

The script is registered with Windows.

e) Type **EXIT** and press the **ENTER** key.

The command prompt window closes.

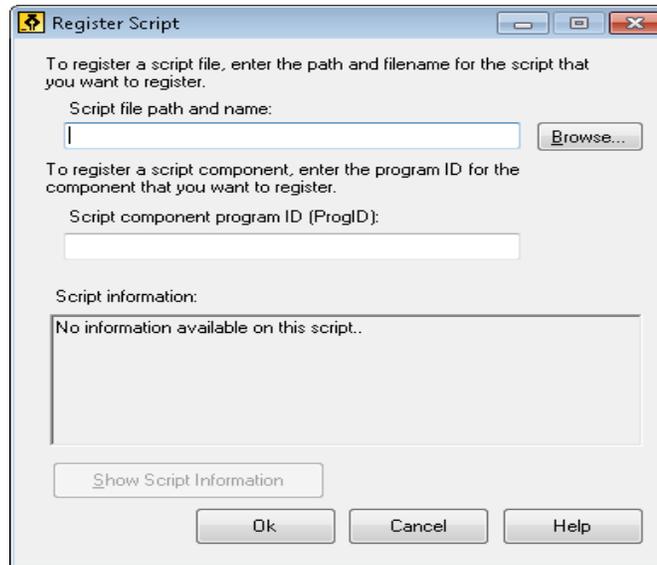
2. In the **S**ettings menu, choose **S**cripting ► **S**cript **M**anager...

The Script Manager dialog appears.

3. In the Script Manager dialog, choose **Register a Script...**

The Register Script dialog appears.

4. In the **Script component program ID** field, type the program ID (aka ProgID) for the script component you want to register.
5. Click the **OK** button.



The Register Script dialog

The following table describes the Register Script settings.

Setting	Description
Script file path and name:	Provides a place for you to type the location and file name of the script program you want to register. If you are not sure of the program's location or file name, click Browse.
<u>B</u> rowse...	Displays the Select Script File dialog box, which allows you to navigate files folders and select existing script files.
Script component program ID (ProgID):	Provides a place for you to type the program ID for the script component you want to register. Program IDs are provided by the script author.
Script information	Displays information about the specified script file or script component (if provided within the script), including the author date, version, contact information and a description of the script's purpose.
<u>S</u> how Script Information	When entering a program ID, clicking the Show Script Information button will display the script information (if provided within the script).

Script Hotkeys

ZoomText scripts can be written so that they execute automatically in response to specified events or when pressing a hotkey (or hotkeys). When a script is written for execution by hotkey(s), the hotkey(s) will appear in ZoomText's Hotkeys dialog box. Like all ZoomText hotkeys, you can view and modify the script hotkey assignments.

► **To view the script hotkeys**

1. In the **Options** menu, choose **Hotkeys...**

A list of script hotkeys appear in the Hotkeys Command list.

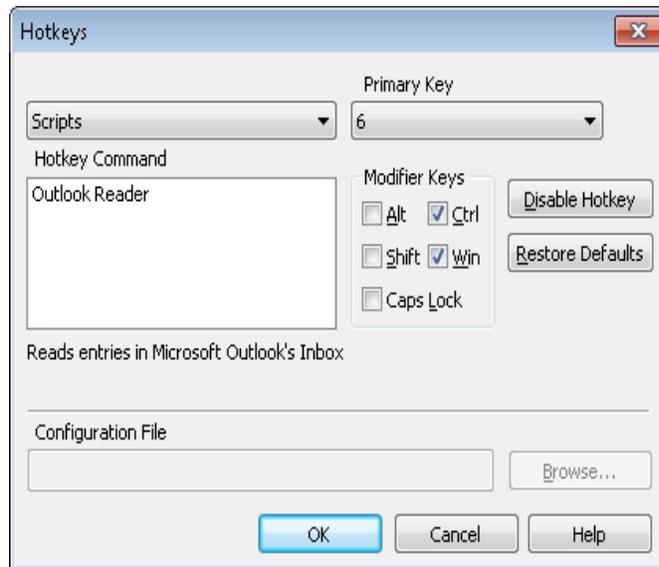
2. In the **Hotkey Group** box, select **Scripts**.

The Hotkeys dialog appears.

3. To view a script hotkeys assigned key combination, click on the desired script hotkey.

The hotkey's assigned key combination appears in the Primary Key and Modifier Keys settings.

4. Adjust the hotkey combination as desired.
5. Repeat steps 3 and 4 for each hotkey you wish to view or modify.
6. Click the **OK** button.



The Hotkeys dialog

The following table describes the new Hotkey settings related to scripts.

Setting	Description
Hotkey Group	Selects a group of related hotkeys. The hotkeys in the selected group appear in the Hotkey Command list.
Hotkey Command	Displays a list of all hotkeys in the selected hotkey group. When a hotkey is highlighted, its primary and modifier keys are displayed.
Primary Key	Sets the primary key for the highlighted hotkey command. Any key in the drop down list can be selected, including mouse buttons.

(Continued)

Modifier Keys	Sets the modifier keys for the highlighted hotkey command. One or more modifier keys must be selected.
<u>D</u> isable Hotkey	Disables a hotkey command from functioning. When a hotkey is disabled, the primary and modifier keys are grayed out. Click on the Enable Hotkey button to re-enable the hotkey.
<u>R</u> estore Defaults	Restores all hotkeys to their original settings.
Configuration File	Displays the name of the configuration file associated with a Load Configuration hotkey.
<u>B</u> rowse...	<p>Displays the Select Configuration dialog box, which lists the existing configuration files. A configuration file can be assigned to a Load Configuration hotkey by selecting the desired file and choosing OK.</p> <p>Note: The Browse button is only enabled when a Load Configuration hotkey command is highlighted.</p>

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