



ZoomText

Quick Reference Guide

version
10

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ZoomText 10 is a powerful computer access solution 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 is available in two product versions:

Magnifier – a standalone screen magnifier

Magnifier/Reader – an integrated magnifier and screen reader

This quick reference guide provides helpful information on installing and using the key features of ZoomText *Magnifier* and ZoomText *Magnifier/Reader*. Features associated with screen reading and speech are only available in ZoomText *Magnifier/Reader*.

Note: This guide does not describe all of the features of ZoomText 10, nor is it intended to replace the full documentation. For complete information, refer to the ZoomText User's Guide or online help system. To launch the online help system, select **Help ► ZoomText Help** in the ZoomText menu bar.

System Requirements

To run ZoomText 10 you must have a system that includes the following:

- 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)
- Sound card (for Magnifier/Reader version only)

When you insert the ZoomText CD into your CD-ROM drive, the Setup program will start automatically. Follow the on-screen instructions to complete the installation.

► **If Setup does not start automatically**

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

► **To uninstall ZoomText**

1. In the **Start** menu, choose **Programs ► ZoomText 10 ► Other ► Uninstall ZoomText 10.**
2. Follow the on-screen instructions.

Installing ZoomText in Windows 7, Vista, and XP

When you run Setup in Windows 7, Vista or XP, 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.

Activating ZoomText

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 in the following locations of your ZoomText product packages: on the ZoomText CD sleeve, on the product registration card, on the top of the ZoomText box, and on back of the ZoomText User's Guide.

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.

For complete information on activating ZoomText, see “Activating ZoomText 10” in the ZoomText User's Guide or online help system.

Starting ZoomText

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

- On the Windows desktop, click on the **ZoomText 10** icon.
- In the Windows **Start** menu, choose **Programs ► ZoomText 10 ► ZoomText 10**.

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 your applications, the magnified view automatically scrolls, keeping the area of activity in view.

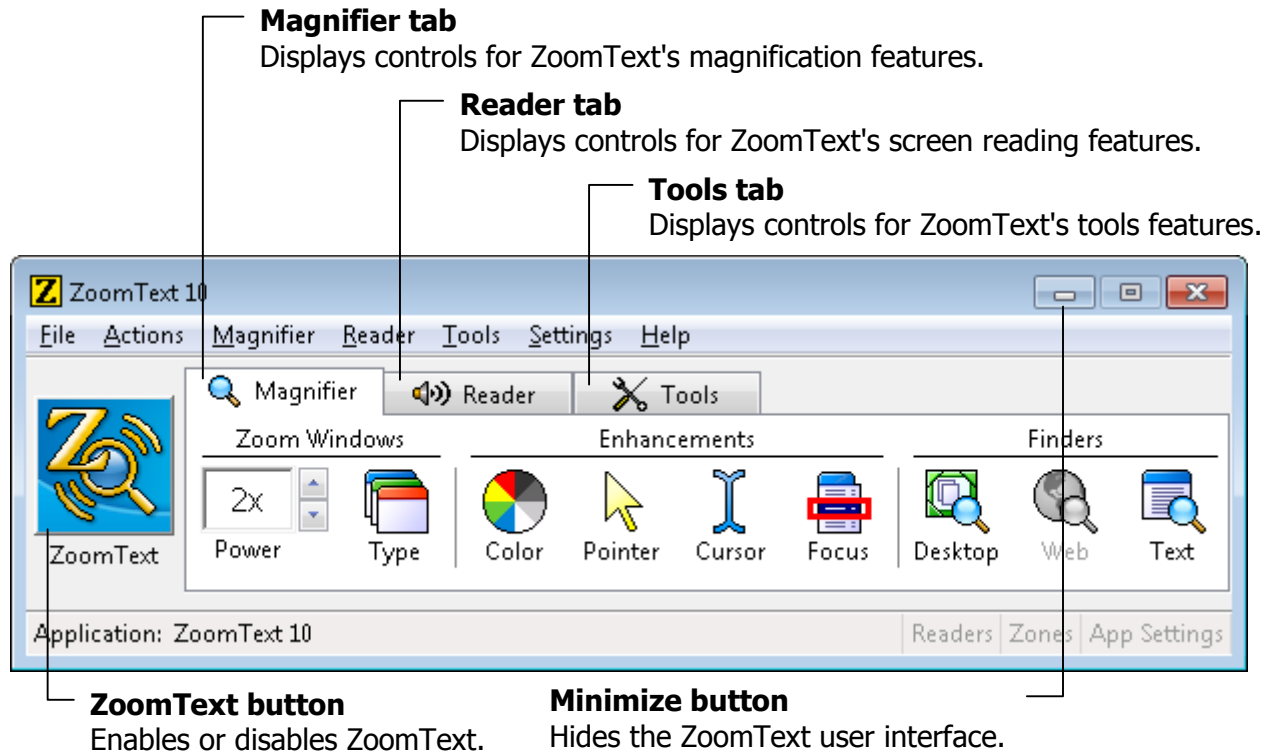
If you have installed *ZoomText Magnifier/Reader*, ZoomText will also speak aloud, narrating your actions as you work with your documents and applications. All of your Windows programs will operate normally while ZoomText is running.

► To exit ZoomText

In the **File** menu, choose **Exit**.

ZoomText User Interface

When you start ZoomText its user interface appears on the screen. This window contains all of the controls for operating ZoomText. Features associated with magnification and screen reading are grouped into separate toolbars and dialogs.



ZoomText User Interface (continued)

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**.

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 terminated.

► To enable ZoomText

Do one of the following:

- On the ZoomText user interface, click on the **ZoomText** button.
- Press the Enable ZoomText hotkey: **ALT + INSERT**.

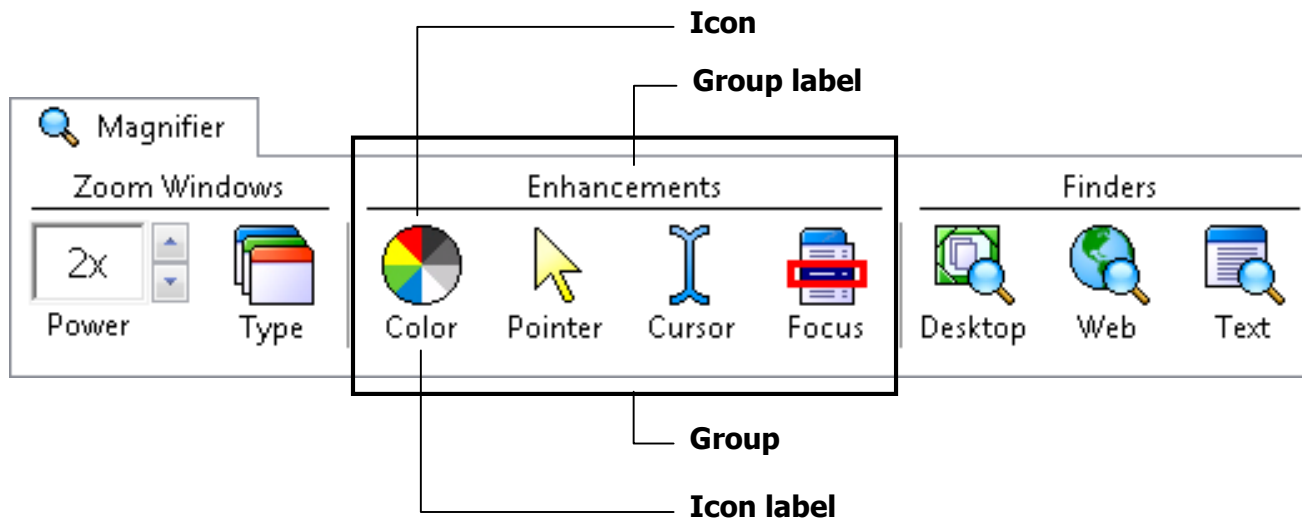
► To disable ZoomText

Do one of the following:

- On the ZoomText user interface, click on the **ZoomText** button.
- Press the Disable ZoomText hotkey: **ALT + DELETE**.

Magnifier Toolbar

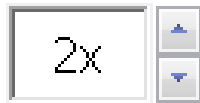
The Magnifier toolbar provides quick access to ZoomText's magnification features. Each toolbar button has an intuitive icon and label for easy identification. Many of these buttons have pop-up menus that provide fast access to the most important and frequently used settings. Related buttons are grouped together and the group is labeled with a clickable link that opens their associated dialog box. Features associated with this toolbar are described in pages 13 through 34.



Setting the Magnification Level

ZoomText provides a wide range of magnification levels, allowing you to enlarge the view according to your needs. Magnification levels range from 1x to 36x (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).

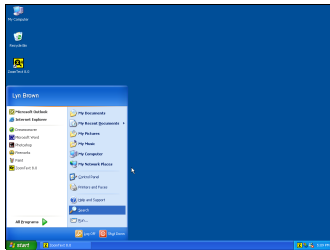
► To adjust the magnification level



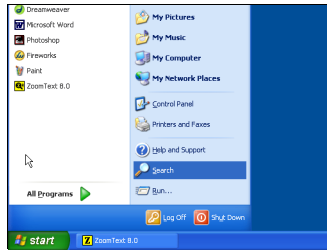
Power

On the **Magnifier** toolbar, adjust the level in the **Power** spinbox, or press the Magnification hotkeys:

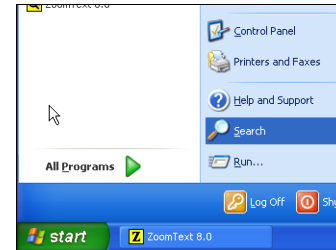
To...	Press...
Increase magnification	ALT + NUMPAD PLUS
Decrease magnification	ALT + NUMPAD MINUS



1x view (normal screen)



2x View



3x View

Selecting a Zoom Window

ZoomText provides eight zoom window types: Full, Overlay, Lens, Line and four Docked positions. Each of these windows offers 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.

► To select a zoom window type











Type

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

You can also cycle through the zoom window types by pressing the Zoom Window hotkey: **CTRL + SHIFT + Z**.

Selecting a Zoom Window (continued)

Zoom Window Types		
Full displays a magnified view that occupies the entire screen.		
Overlay displays a magnified view that can be sized and moved to occupy any portion of the screen.		
Lens 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 your programs.		
Line moves up and down the screen like a magnifying ruler, displaying what is directly beneath it. The line window automatically follows as you move the mouse pointer, type text and navigate your programs.		
Docked splits the screen in half, displaying a magnified 'docked' view on one side and a normal (unmagnified) view on the other. The magnified view can be docked against any edge of the screen: top, bottom, left, or right.	   	

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).

► To size and move a zoom window

1. On the **Magnifier** toolbar, choose **Type ► Aadjust**.

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

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**.

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 allows you to monitor a selected area of the screen while you simultaneously view and work in other areas of the screen.

► To set up a Freeze window

1. Set the zoom window type to Full.
2. In the **Magnifier** toolbar, select **Type** ► **F**reeze ► **N**ew.
3. Move the mouse pointer until the area you want to freeze is scrolled into view.
4. Drag to select the freeze area.

The Freeze window appears 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**.

► To enable and disable the Freeze window

On the Magnifier toolbar, choose **Type** ► **F**reeze ► **E**nable (or **D**isable).

Using View Mode

View mode shows you the area of the screen that's 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 **Actions** menu, choose **View Mode**.

Magnification is temporarily turned off and the view locator appears.

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.

► To configure the view locator

1. In the **Magnifier** menu, choose **View Locator...**
2. Adjust the locator options as desired.
3. Click the **OK** button.

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.

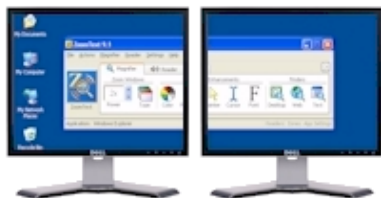
System Requirements

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

- Windows Vista or Windows XP
- 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 we recommend using a matching set of LCD monitors positioned next to one another on your workstation.

Dual Monitor Support (continued)



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 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 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.

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**), or, press the Dual Monitor On/Off 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.

You can also cycle through the dual monitor views by pressing the Dual Monitor View hotkey: **WINDOWS + SHIFT + Z**.

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**



Color

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

► **To configure custom color settings**

1. In the **Magnifier** menu, choose **C**olor Enhancements...
2. Select **C**ustom...
3. Adjust the custom settings as desired.
4. Click the **OK** button.

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

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



Pointer

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

► To configure custom pointer settings

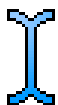
1. In the **Magnifier** menu, choose **Pointer Enhancements...**
2. Select **Custom...**
3. Adjust the custom settings as desired.
4. Click the **OK** button.

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

Cursor Enhancements

Cursor enhancements make it easy to locate and follow the text cursor. A choice of high visibility locators marks 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



Cursor

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

► To configure custom cursor settings

1. In the **Magnifier** menu, choose **Cursor Enhancements...**
2. Select **Custom...**
3. Adjust the custom settings as desired.
4. Click the **OK** button.

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

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



Focus

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

► To configure custom focus settings

1. In the **Magnifier** menu, choose **Focus Enhancements...**
2. Select **Custom...**
3. Adjust the custom settings as desired.
4. Click the **OK** button.

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

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 patented ***xFont*** text enhancement technology.

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.

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 types: **xFont**, **Standard** and **None**.

► To configure font enhancement options

1. In the **Magnifier** menu, choose **Font Enhancements...**
2. Adjust the font enhancement options as desired.
3. Click the **OK** button.

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



Desktop

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

The Desktop Finder dialog appears.

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

Using the 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.

► To use the Web Finder



Web

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

The Web Finder toolbar/dialog appears.

► 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" to search for words or phrases anywhere on the page.
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.

4. Click the **Next** and **Previous** buttons to navigate forward and backward.

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, click the **Execute** button.
6. To have Web Finder start reading at the current item, click the **AppRdr** button. *
7. To exit Web Finder, click the **Exit** button.

Using the Web Finder (continued)

► **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 start reading from the selected item (using AppReader), click the **AppRdr** button. *
6. To have Web Finder execute a link or control, click the **Execute** 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.

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



Text

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

The Text Finder dialog appears. For information on this dialog, see “Text Finder” in ZoomText’s user’s guide or online help system.

2. In the **Search For** box, type the word(s) you want to search for.
3. Select any other Text Finder options that 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.

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**.

Using the Text Finder (continued)

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*.

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 smooth panning**

1. In the Settings menu, choose **Panning...**
2. Make sure the **Enable smooth panning** box is checked.
3. Adjust the panning options as desired.
4. Click the **OK** button.

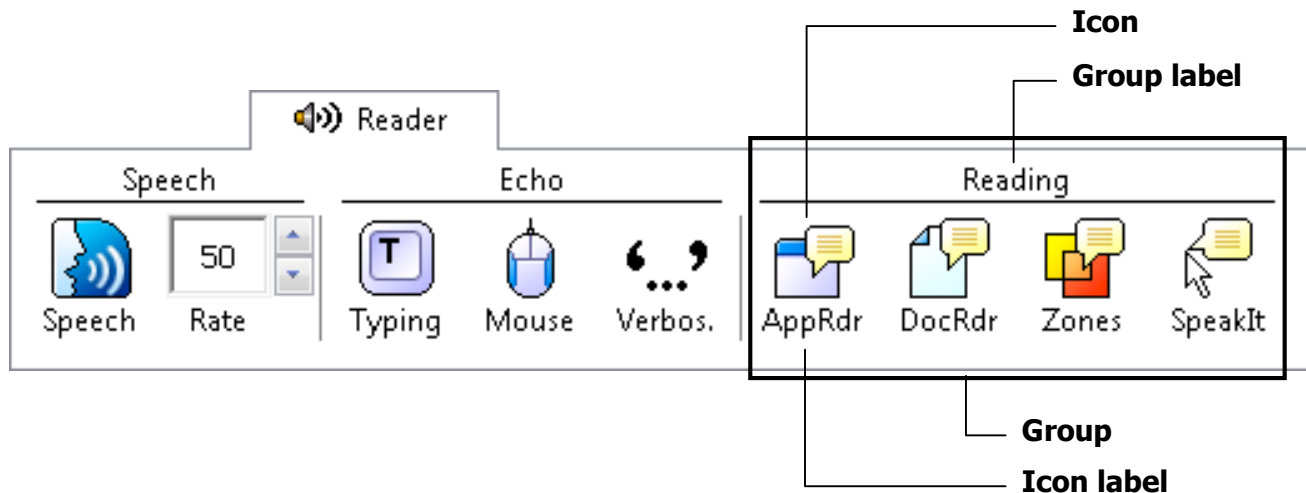
Note: You can turn smooth panning on and off using the Smooth Panning On/Off hotkey: **WINDOWS + SHIFT + P**.

Smooth Panning (continued)

► **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 or decrease the panning speed, move the pointer further or closer to the center point.
5. To change the panning direction, move the pointer to a new direction (relative to the center point).
6. To stop panning, move the pointer back to the center point.
7. To exit the mouse panning tool, right click or press **ESC**.

The Reader toolbar provides quick access to ZoomText's screen reading features. Each toolbar buttons has an intuitive icon and label for quick 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. Features associated with this toolbar are described in pages 36 through 58.



Turning Speech On and Off

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

► To enable and disable speech



Speech

On the **Reader** toolbar, select **Speech ► Enable** (or **Disable**), or, press the Speech On/Off hotkey: **ALT + SHIFT + S**

Note: AppReader, DocReader and the SpeakIt tool can 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, or, use the Speech Rate hotkeys:

To...	Press...
Increase speech rate	CTRL + NUMPAD PLUS
Decrease speech rate	CTRL + NUMPAD MINUS

A separate speech rate is available for AppReader and DocReader. This setting is located in the Reading Options dialog box. In the **Reader** menu, choose **Reader Options...**

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.

Note: 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 and 5 based synthesizers that have been installed on your system.

► To adjust the speech synthesizer settings

1. In the **Reader** menu, choose **Synthesizer...**
2. Make sure the **Enable speech output** box is checked.
3. Choose a **Synthesizer** and **Voice**, and then adjust the rate, pitch and volume as desired.
4. To preview the synthesizer settings, type some text in the **Sample Text** edit box, and then click **Speak Sample**.
5. Click the **OK** button.

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



Typing

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

► To adjust the typing echo options

1. In the Reader menu, choose **T**yping Echo...
2. Adjust the typing echo options as desired.
3. Click the **OK** button.

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**



Mouse

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

► **To adjust the mouse echo options**

1. In the Reader menu, choose Mouse Echo...
2. Adjust the mouse echo options as desired.
3. Click the **OK** button.

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, click **Verbosity** and then select the desired verbosity level.

► To adjust the verbosity options

1. In the Reader menu, choose Verbosity...
2. Adjust the verbosity options as desired.
3. Click the **OK** button.

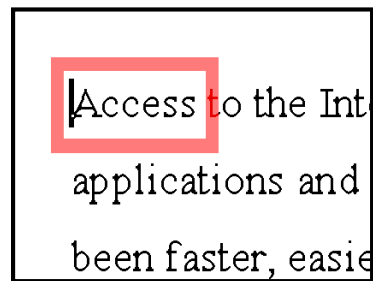
AppReader

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.

► **To adjust the AppReader settings**

1. In the Reader menu, choose AppReader...
2. Adjust the AppReader settings as desired.
3. Select the **OK** button.



AppReader highlighting

► To start and operate AppReader



1. Open the document, web page or email that you wish to read.
2. Press the AppReader hotkey: **ALT + SHIFT + A**,
or, on ZoomText's **Reader** toolbar, click the **AppRdr** button.

AppReader begins reading from the current text cursor position. If a cursor does not exist, AppReader starts paused on the first word.

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

3. To start and stop 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 read.
4. To read manually, use the AppReader navigation commands (see "AppReader and DocReader Hotkeys" on page 76).
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).

Read from Pointer (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.

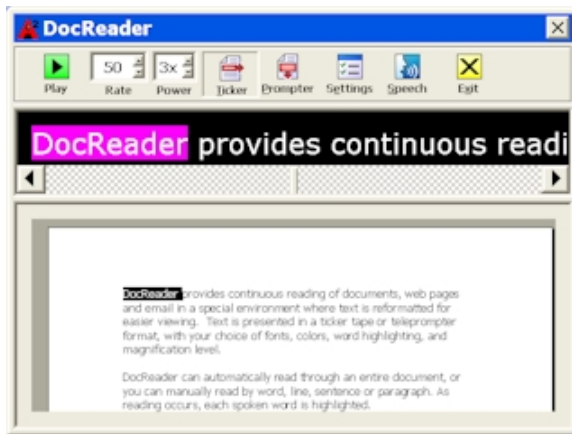
► To use the Read from Pointer command

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**.

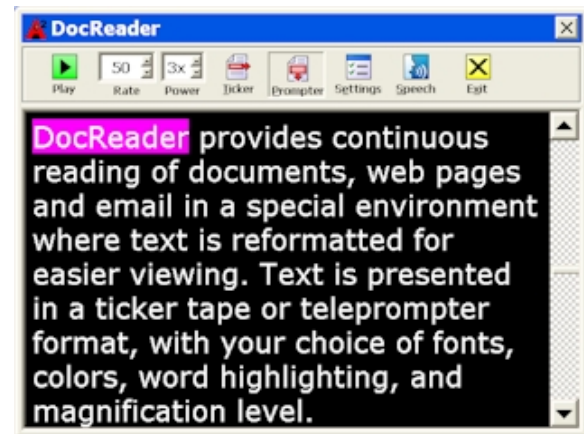
AppReader starts up and begins reading at the word under the mouse pointer.

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.



Ticker mode



Prompter mode

DocReader (continued)

► **To start and operate DocReader**



1. Open the document, web page or email that you wish to read.
2. Press the DocReader hotkey: **ALT + SHIFT + D**, or, on ZoomText's **Reader** toolbar, click the **DocRdr** button.

The DocReader screen appears with text from the source document.

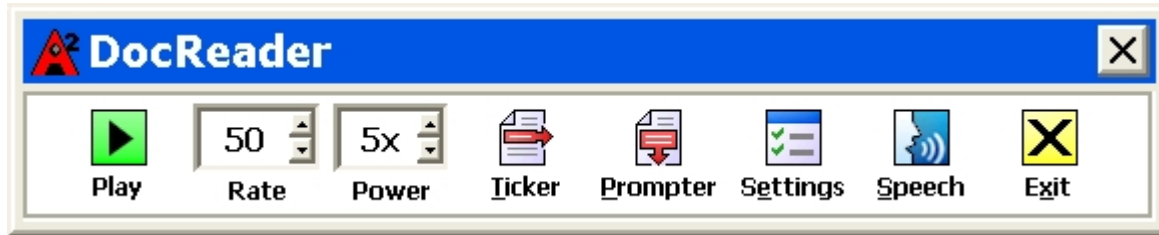
If the source document contains an active text cursor, the word at the cursor position is highlighted in the DocReader display. Otherwise, the first word in the DocReader screen is highlighted.

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** button or press **ENTER**.
While paused, you can click any word to set a new location to read from.
4. To read manually, use the DocReader navigation commands (see "AppReader and DocReader Hotkeys" on page 76).
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 provides controls for operating DocReader and accessing settings that modify the appearance of text and highlighting.



DocReader toolbar

Play/Pause	Starts and stops reading at the highlighted word.
Rate	Controls how fast DocReader speaks.
Power	Sets the magnification level used by DocReader, from 1x to 36x.
Ticker	Displays a single line of text that scrolls horizontally like a tickertape, along with a 1x view of the source document that appears beneath.
Prompter	Displays multiple wrapped lines of text that scroll vertically like a teleprompter.
Settings	Opens the Reading dialog box to change the DocReader settings.
Speech	Opens the Speech dialog box to change the speech settings.
Exit	Exits DocReader and activates the source application.

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 per application. As you open and switch between applications, the zones for the active application are automatically loaded and ready to use.

Reading Zones (continued)

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**



Next Activates the next reading zone.

Shortcut Key: **TAB**



Close Exits the Reading Zone mode.

Shortcut Key: **ESC**

Reading Zones (continued)

► To create a reading zone



1. Open the application in which you want to create reading zones. Make sure the desired application tab, view or window is displayed.
2. On ZoomText's **Reader** toolbar, select **Zones** ► **New**, or, press the Reading Zones hotkey: **CTRL + ALT + Z**.

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

3. Move the mouse pointer to scroll the new zone area into view.
4. 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 complete information on this dialog, see "Reading Zones Settings" in ZoomText's user's guide or online help system.

5. 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.*

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

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

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

Reading Zones (continued)

► To edit reading zones



1. Open the application that contains the zones you want to edit.
2. On ZoomText's **Reader** toolbar, select **Zones ► Edit**, or, press the Edit Reading Zones hotkey: **CTRL + ALT + E**.

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.

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

► To trigger a reading zone



1. Open the application that contains the zones you want to trigger.
2. On ZoomText's **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.

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 Reading Zone hotkeys:

To trigger...	Press...
Trigger zone 1 ... 10	CTRL + ALT + 1 ... 0
Next reading zone	CTRL + ALT + N
Previous reading zone	CTRL + ALT + P

Reading Zones (continued)

► **To navigate through all reading zones**



1. Open the application that contains the zones you want to navigate.
2. On ZoomText's **Reader** toolbar, select **Zones ► Navigate**, or press the Navigate Reading Zones hotkey: **CTRL + ALT + V**.

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

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**.

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, click the **SpeakIt** button, or, press the SpeakIt Tool hotkey: **ALT + SHIFT + I**.
2. To speak a single word, click on the word.
3. To speak a block of text, drag to highlight the text.

Upon release of the mouse button, all highlighted text will be spoken.

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

Text Reading Commands

Text reading commands 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 utilize the numeric keypad.

Text Reading 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

Text Reading Commands (continued)

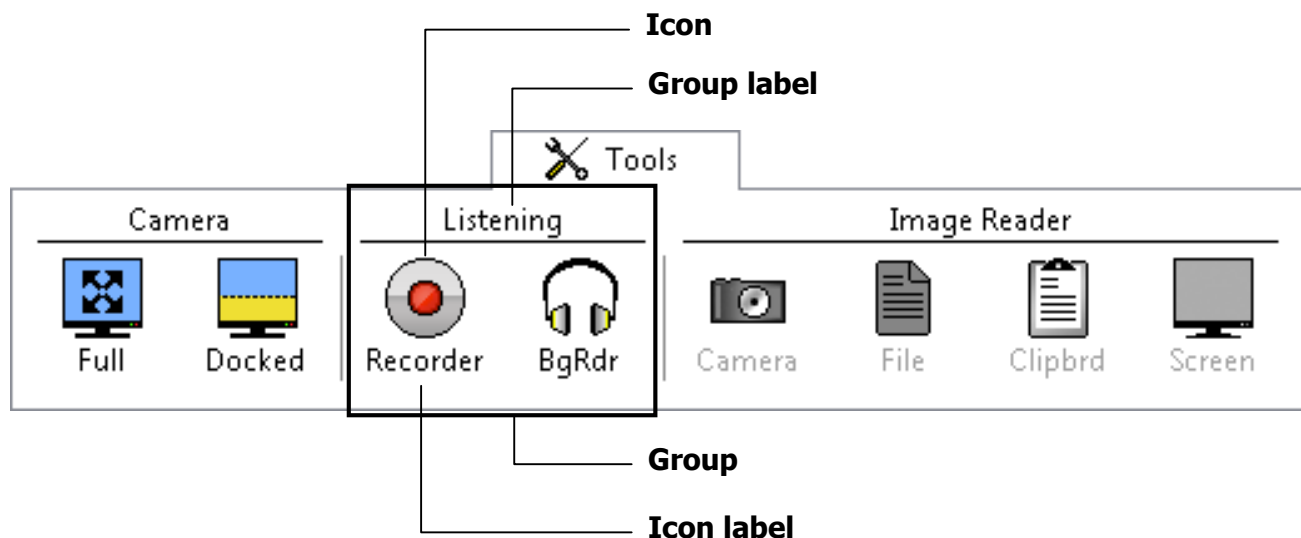
Text Reading Commands <i>(continued)</i>	Keys
Say Previous Line ³	UP
Say Current Line	SHIFT + NUMPAD 5
Say Next Line ³	DOWN
Say Previous Paragraph	CTRL + UP
Say Current Paragraph	CTRL + SHIFT + NUMPAD 5
Say Next Paragraph	CTRL + DOWN

- 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 operates as follows:
 - 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.**

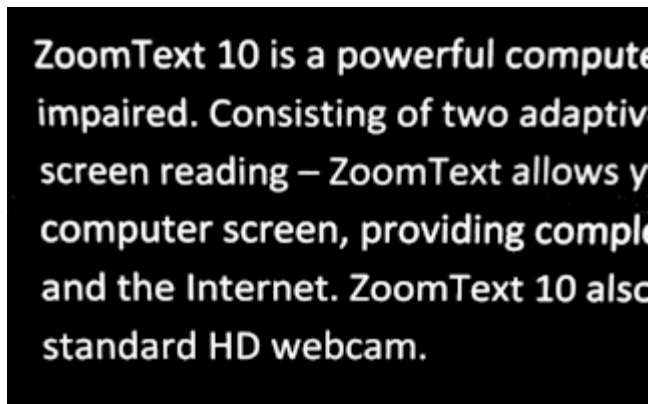
Tools Toolbar

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. Features associated with this toolbar are described in pages 59 through 73.

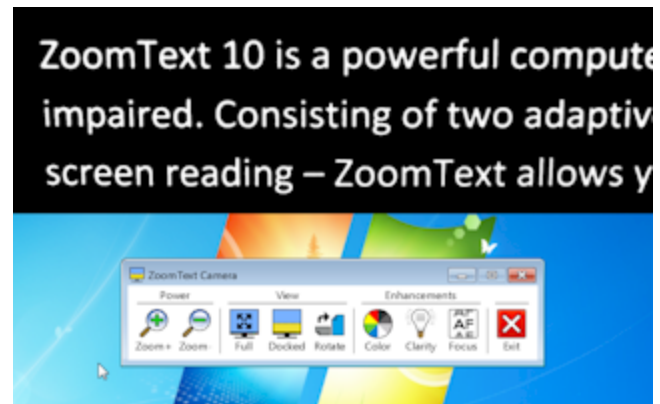


ZoomText Camera

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.



Full View



Docked (Top) View

ZoomText Camera (continued)

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. A 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.
- 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.

► To select a camera

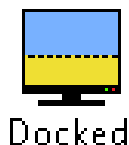
1. In the **Tools** menu, choose **Camera...**
2. In the **Active Camera** list box, choose the camera you want to use.
3. Click the **OK** button.

ZoomText Camera (continued)

Using ZoomText Camera

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

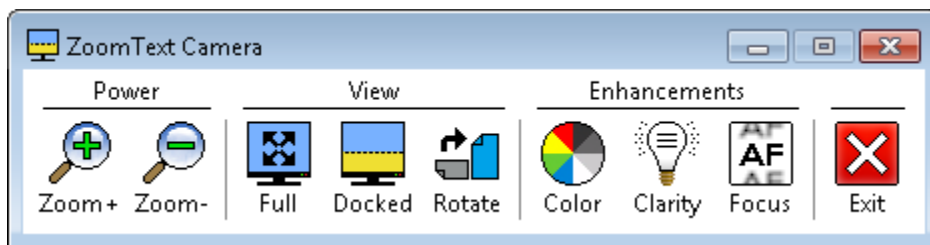
► To start ZoomText Camera



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.
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.

ZoomText Camera (continued)

► **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.

ZoomText Camera (continued)

► **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.

► **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**.

► **To operate ZoomText Camera with hotkeys**

All of ZoomText Camera settings can be adjusted and controlled using hotkeys. See "ZoomText Camera Hotkeys" on page 80).

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 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.

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.

Background Reader (continued)

► **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; in the **Tools** menu, choose **Background Reader...**

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.

► **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**

Background Reader can be fully operated using the Background Reader hotkeys. See "Background Reader Hotkeys" on page 79).

Hotkeys

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

Some important facts about ZoomText hotkeys are:

- Hotkeys can be changed or disabled to eliminate conflicts with other programs.
- Both keys and mouse buttons can be used to define a hotkey.
- Each hotkey must be unique.

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.

► To change hotkey settings

1. In the Settings menu, choose Hotkeys...
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.

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

Hotkeys

AppReader and DocReader Hotkeys *(continued)*

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

AppReader and DocReader Hotkeys *(continued)*

Navigation commands <i>(continued)</i>	Keys
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

* Repeated presses of the Say Current Word operates as follows:

- 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.

Hotkeys

Background Reader Hotkeys *(Magnifier/Reader only)*

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
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

Hotkeys

Camera Hotkeys *(continued)*

Commands	Keys
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

Configuration Hotkeys

Commands	Keys
Load Configuration 1 ... 10	ALT + SHIFT + 1 ... 0

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

Hotkeys

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
Pass Thru (next ZoomText 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

Hotkeys

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 ... 10	CTRL + ALT + 1 ... 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

Hotkeys

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

Screen Reading Hotkeys *(continued)*

Commands	Keys
Say Current Time	CTRL + ALT + I
Say Current Date	CTRL + ALT + Y
Read 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

Hotkeys

Scroll Hotkeys *(continued)*

Commands	Keys
Jump Left	ALT + HOME
Jump Right	ALT + END
Jump Center	ALT + NUMPAD 5
Save View	ALT + NUMPAD /
Restore View	ALT + NUMPAD *

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
Web Finder (Start)	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/Down	CTRL + UP / 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

Hotkeys

Web Finder Hotkeys *(continued)*

Commands	Keys
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

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 and hotkeys. Any number of files can be saved, allowing you to create custom ZoomText configurations that can be recalled at any time.

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

Within each ZoomText configuration, you can define unique 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. When these applications become active, their application settings' are automatically restored. Applications for which settings have not been defined are displayed and spoken according to the default settings of the 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 **Save Application Settings**.
A dialog prompts you to save the application settings.
4. Click the **Yes** button to save the application settings.

Application Settings (continued)

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 **F**ile menu, choose **M**anage Application Settings...
2. To disable application settings, uncheck the desired applications.
3. To delete application settings, select the desired application, then select **D**elete Selected.
4. Click on the **OK** button.

ZoomText's scripting feature allows you to customize the behavior of ZoomText and other applications, providing more informative visual and audible feedback, as well as automation of tasks. Scripting allows you to work with improved speed and efficiency.

Some of the many things you can do with ZoomText scripting are: automatically announce fields in a database or spreadsheet, new email items, new text that arrives in a chat window, and more meaningful descriptions of application controls and data.

To learn more about ZoomText Scripting, see "*ZoomText Scripting*" in the ZoomText online help system.



aisquared

making accessibility simple

Phone: (802) 362-3612

Fax: (802) 362-1670

Email: sales@aisquared.com
support@aisquared.com

Mail: P.O. Box 669
Manchester Center, VT 05255 USA

www.aisquared.com