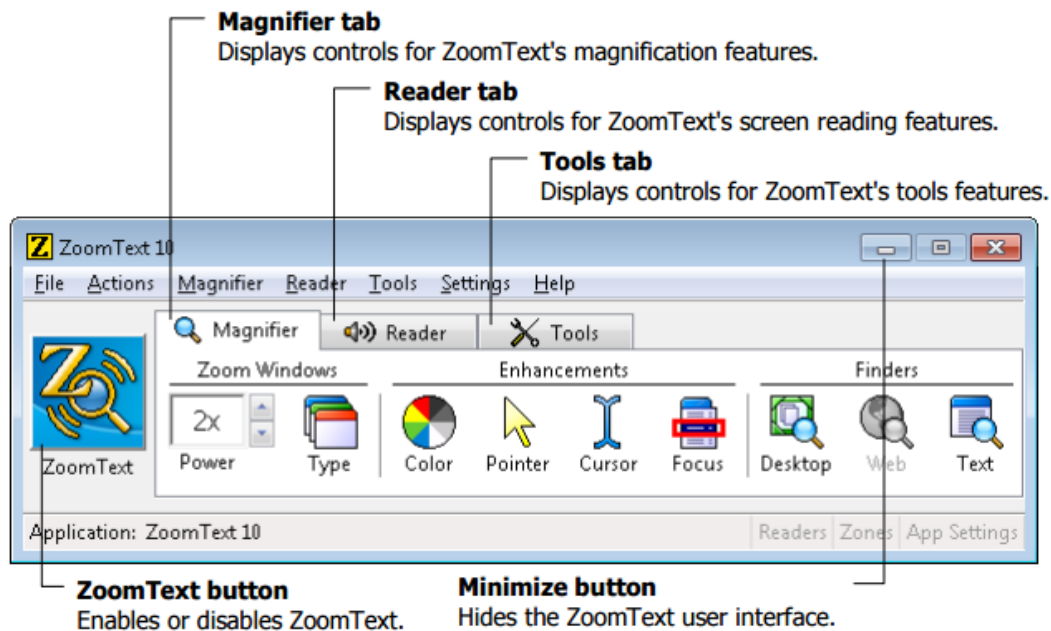# ZoomText in brief

Using 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.

Magnifier tab
Displays controls for ZoomText's magnification features.

Reader tab
Displays controls for ZoomText's screen reading features.

Tools tab
Displays controls for ZoomText's tools features.

ZoomText button
Enables or disables ZoomText.
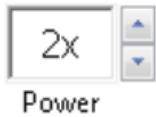
Minimize button
Hides the ZoomText user interface.

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

The Magnifier toolbar
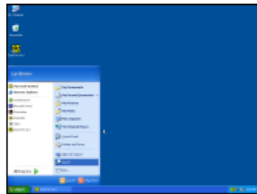
Icon

Group label

Group

Icon label
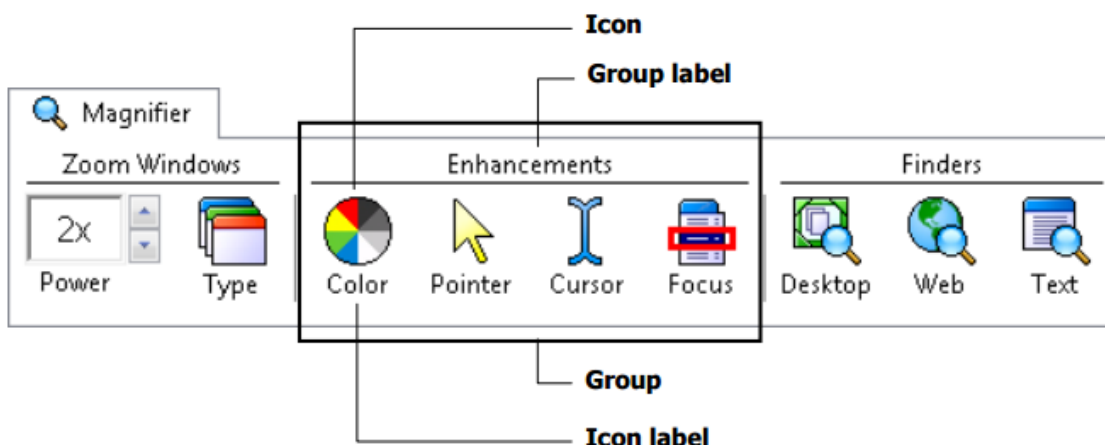
ZoomText provides a wide range of magnification levels, allowing you to enlarge the view according to your needs.
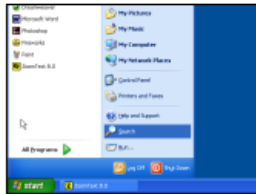
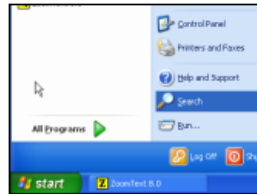On the **Magnifier** toolbar, adjust the level in the **Power** spinbox, or press the Magnification hotkeys:

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

1x view (normal screen)   *2x View*   *3x View*

Zoom window types.
At any time, you can switch zoom window types to accommodate a different task or application environment.

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.	

ZoomText's windows can be moved using Adjust from the "Type" drop down menu.

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

- 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 then drag inside the window frame.
- To exit the Adjust tool, right-click or press

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 -Freeze - New.
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 - Freeze - Enable (or Disable).

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.

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 colours.

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

Colour enhancements improve clarity of text and graphics.To choose a preset colour scheme On the Magnifier toolbar, select Colour Scheme, and then select the desired colour scheme.

To configure custom colour settings

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

Note: You can turn colour enhancements on and off using the Colour Enhancements On/Off hotkey: CTRL + SHIFT + C

Pointer enhancements make it easy to locate and follow the mouse pointer. To choose a preset pointer scheme 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 make it easy to locate and follow the text cursor. To choose a preset cursor scheme 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. 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.
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 enhancement
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 - To use the **Desktop Finder**
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.

The **Web Finder** allows you to swiftly search, skim, navigate and read webpages. 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
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

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.

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" 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.

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.

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.

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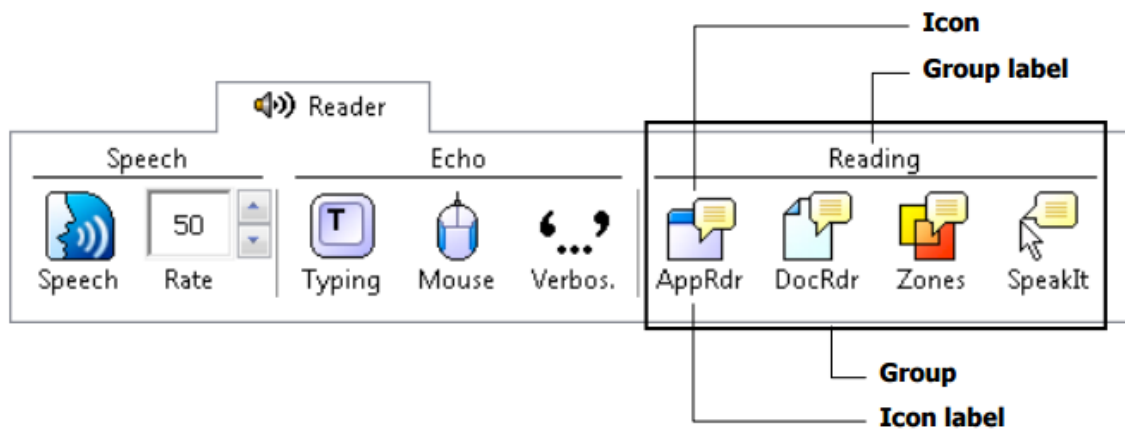
You can turn speech output on and off without disabling the magnification features.

To enable and disable speech On the Reader toolbar, select Speech - Enable (or Disable), 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.

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: 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 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.
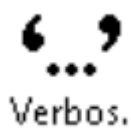
To adjust the typing echo options
1. In the Reader menu, choose Typing Echo…
2. Adjust the typing echo options as desired. 3. Click the OK button.

Mouse echo automatically reads text beneath the pointer.

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.

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 reads documents, web pages and email, within the parent application.

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
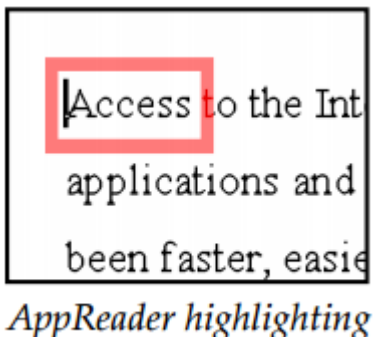
To start and operate AppReader
1. Open the document, web page or email that you wish to read.
2. Press the AppReader hotkey: ALT + SHIFT + A, or, on ZoomText's Reader toolbar, click the AppRdr button. AppReader begins reading from the current text cursor position. If a cursor does not exist, AppReader 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, colours, 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.
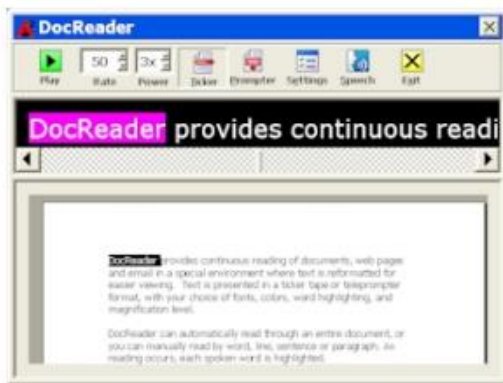

Ticker mode
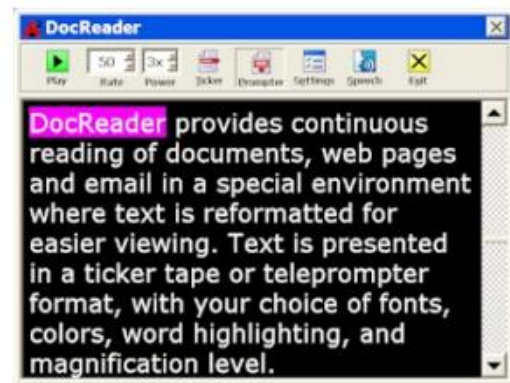
Prompter mode

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
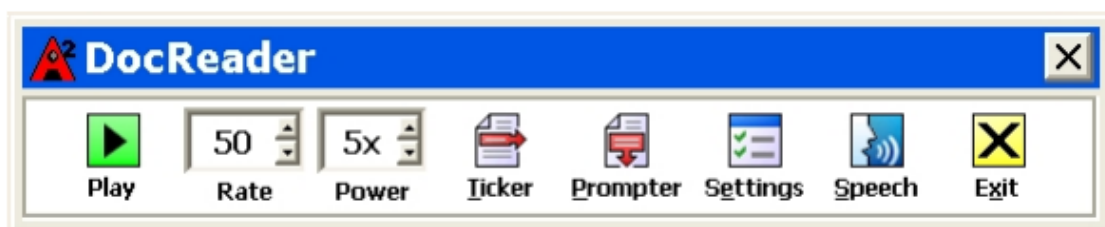
DocReader toolbar

Reading zones let you instantly see and hear selected locations in an application window. As you open and switch between applications, the zones for the active application are automatically loaded and ready to use.

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**

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.

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

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. 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 let you navigate and read while creating and editing documents. 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)	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**.

The **Tools toolbar** provides quick access to ZoomText's tools features
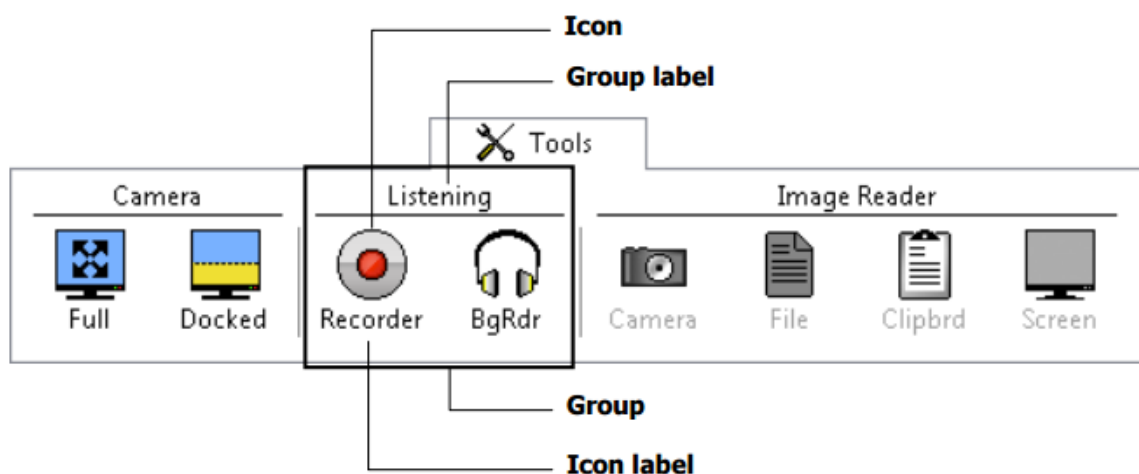
[Zoom text camera I do not think is active here?]

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. 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.

Background Reader allows you to listen to documents, webpages, email or any text while you simultaneously perform other tasks.

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.

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.

For details of hotkeys see Quick Reference Guide (pdf)