

RapidReader 6 - Quick Start Guide

Overview

RapidReader is a program designed to increase reading speed while decreasing eye fatigue. Instead of moving your eyes along the screen and reading from top to bottom, Rapid Reader displays one word at a time in large font – reducing strain on the muscles that control the eye. The user can control the rate at which RapidReader displays text, from 100 to 950 words per minute. RapidReader refers to this mode of reading as “flooding”.

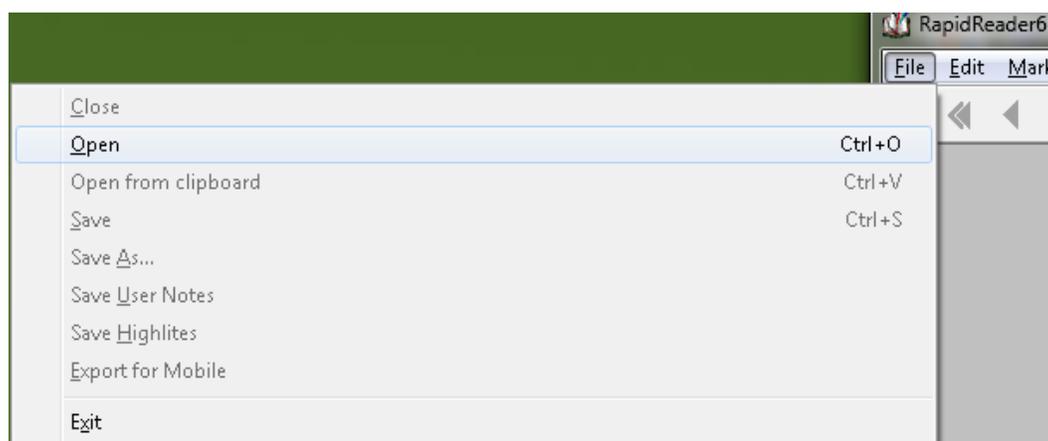
To Use

Getting Started

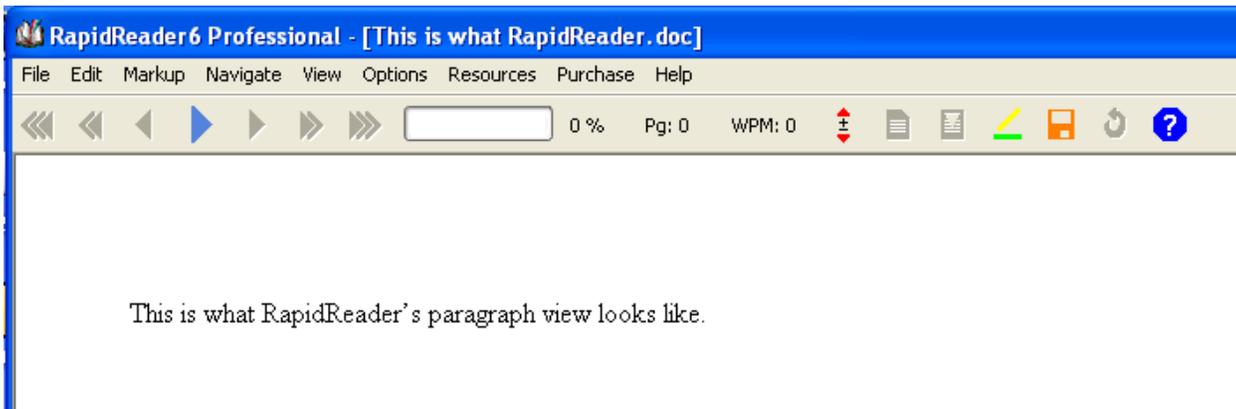
Double click the **RapidReader 6** icon on the desktop.



Next, choose a document that you wish to read using RapidReader. To do this, go to **File**, then click **Open**. RapidReader supports .doc, .txt,.r2d, .txv, and PDF format types. RapidReader can also read webpage content through Internet Explorer and emails through Outlook.



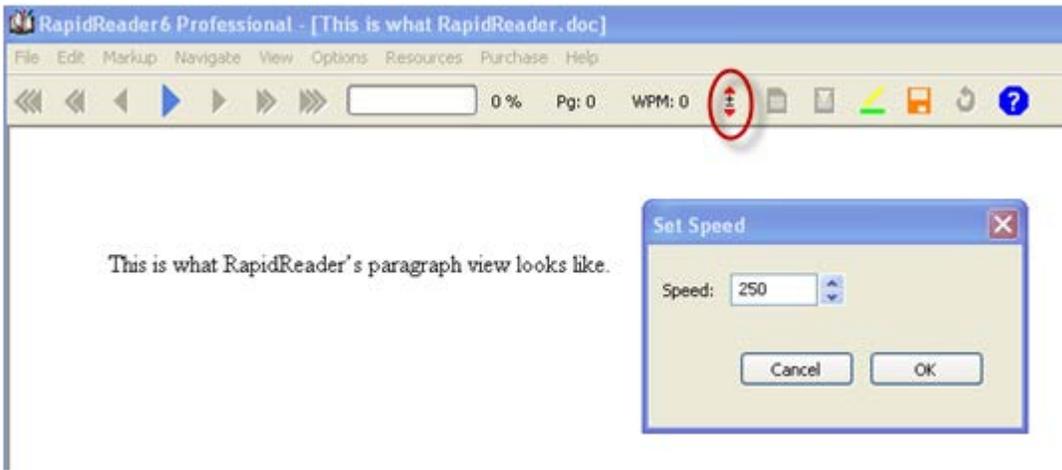
When you have located and opened the file you wish to read in RapidReader, you will see it appear first in Paragraph View. This looks like a regular document, and allows you to scroll through and choose where you would like to start reading with RapidReader's TurboView.



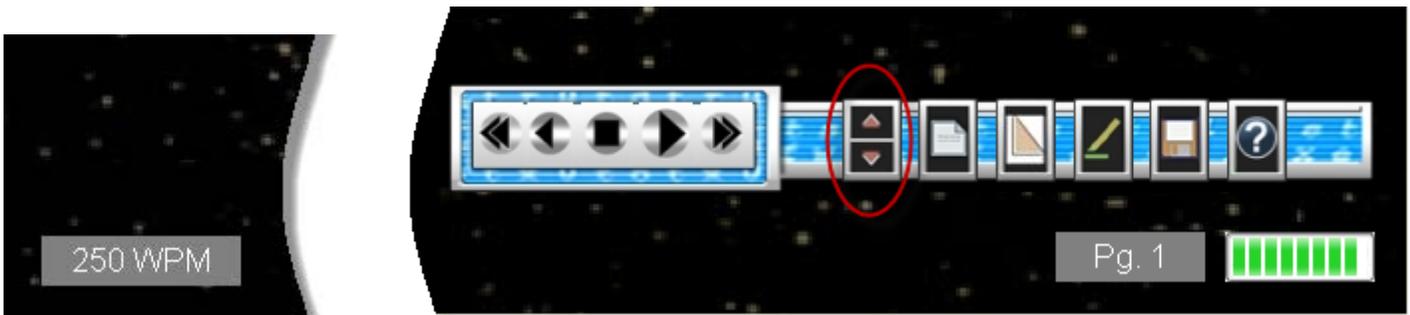
To enter TurboView, place the cursor where you wish to begin, and click the blue **Play** button. RapidReader will begin displaying the text at the default speed, 250 words per minute. To pause the display in TurboView, click the mouse anywhere in the screen. Click again to resume TurboView. To return to Paragraph View, hit the space bar.



The speed at which TurboView displays the words on the screen can be adjusted in either Paragraph view or Turboview. To increase or decrease the speed while in Paragraph View, click one of the **Red Arrows** at the top of the screen. A **Set Speed** window will appear. Select the reading speed desired and click **OK**.



To increase or decrease TurboView's speed while in TurboView, first click anywhere on the screen and a control menu will appear in the lower right hand corner. Click the up or down **Red Arrows** at the bottom right of the screen to select the desired reading speed. The current words per minute is displayed at the bottom left of the screen while in TurboView.



How it is Organized

All of the basic features of RapidReader can be accessed in either Paragraph View or TurboView. In Paragraph View, the features are all accessed from the top menu bar. In TurboView, the toolbar appears when the left mouse is clicked anywhere on the screen.

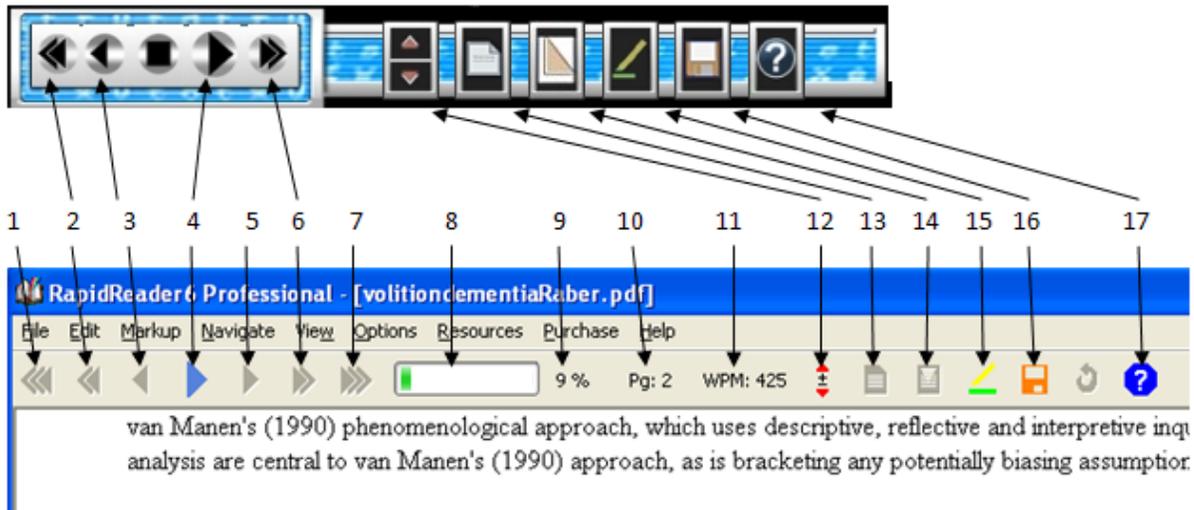


Figure 1. Key to Rapid Reader TurboView Controls (top) and Paragraph View Controls (bottom)

1. Move back one page (Paragraph View only)
2. Move back one paragraph
3. Move back one sentence
4. Play – Begin TurboView from Paragraph view
 - Note: left-click anywhere on the screen to pause Turboview, press spacebar to exit TurboView and return to Paragraph View.
5. Move forward a sentence (Paragraph View only)
6. Move forward one paragraph
7. Move forward one page (Paragraph View only)
8. A visual of the portion of document elapsed (i.e. graphic representation of position in document)
 - Note: Also visible in bottom right corner of TurboView (not shown)
9. Percent of document elapsed
10. Current page number
 - Note: Also visible in bottom right corner of TurboView (not shown)
11. Current words per minute
 - Note: Also visible in bottom left corner of TurboView (not shown)
12. Increase or decrease reading speed

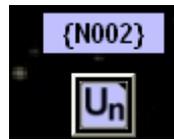
- Note: RapidReader allows speed changes in increments of 25 words per minute.

13. Create a user note – with RapidReader paused, you can create a note that will “stick” to the portion of text on which you’ve paused. Click the **Note** icon and type your note into the **Note Dialog** box. Click **Done**.

- Note: After you have created notes within a document you can later navigate the document using your notes from the Paragraph View by clicking (from the menu bar) **Markup**, then selecting **User Notes Viewer**. Selecting the note you wish and click **Go To**. This will take you to the portion of the document where you placed the note.
- In Paragraph View, the user notes you create are displayed alongside the text:

option **{N002}** for saving time

- In TurboView, the user notes you create appear in the upper right corner for five seconds:



14. Create a dog-ear – Creating a dog-ear is just like entering a user note, except you can’t enter text.

- Note: You can navigate the document using your dog-ears from the Paragraph View by clicking (from the menu bar) **Markup**, then clicking **Dog-ears Viewer**. Selecting the dog-ear you wish and click **Go To**. This will take you to the portion of the document where you placed the dog-ear.
- In Paragraph View, the dog-ears you create are displayed alongside the text:

powerful **{Dog001}** information

- In TurboView, , the dog-ears you create appear in the upper right corner for five seconds:



15. Add highlight – You can begin highlighting text from either Paragraph View or Turboview. If you click on the highlight button within TurboView, however, you will enter Paragraph view. Highlighting can only be done in Paragraph view.

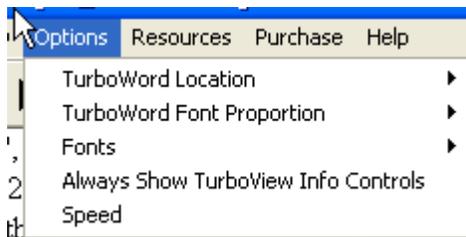
- Note: you can navigate the document using your highlights from the Paragraph View by clicking (from the menu bar) **Markup** , then clicking **Highlites Viewer**. Selecting the Highlight you wish and click **Go To**. This will take you to the portion of the document where you placed the Highlight.

16. Save document – RapidReader saves the changes you have made (dog-ears, highlights, user-notes) as a .r2d file. This file can only be opened with RapidReader.

17. Additional help – Access additional help topics for RapidReader

Some Common Settings

From the **Options** menu on the toolbar, select **TurboWord Location** to change the location words appear on the screen in Turboview (four options), select **TurboWord Font Proportion** to change the size of the words in Turboview (small, medium, large, and BigType), or select **Fonts** to change the font used to display text in Paragraph View, TurboView, and your user notes. You can also choose to always have visible the TurboView controls by selecting **Always Show TurboView Info Controls**, an option that is turned off by default.



Other Things to Know

RapidReader offers a very helpful tutorial that covers most of the information contained in this guide in an interactive format. The tutorial also provides the manufacturer’s explanation of why RapidReader is an effective speed reading tool. To access the tutorial click on the **Help** menu and click **Tutorial**.

Program Manufacturer and Contact Info

SoftOlogy Idea Works, Inc.

(970) 672-4750

www.rapidreader.com

Cost of the product:

- RapidReader PRO for Windows (reads PDFs) - \$49.95
- RapidReader Standard for Windows or Mac (does not read PDFs) – \$29.95