

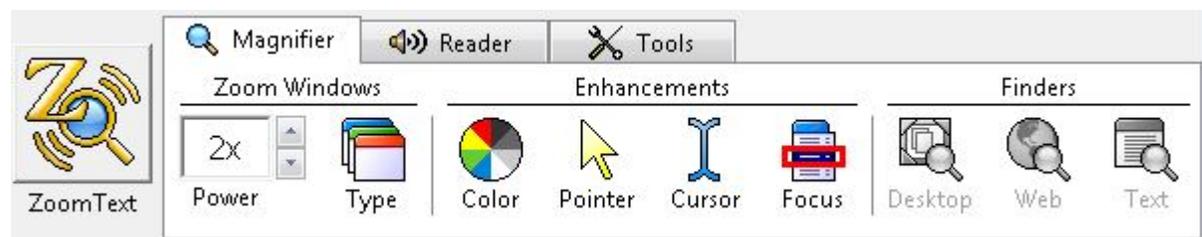
Zoomtext 10- Quick Start Guide

Overview

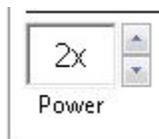
ZoomText 10 is a fully integrated magnification and screen reading program that enlarges, enhances and reads aloud everything on the computer screen. ZoomText is available as a magnifier alone in addition to a magnifier/screen reader.

How to Use ZoomText (ZoomText User Interfaces)

The Magnifier Toolbar



Zoom Windows



Power: 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)

Hotkeys: Increase Magnification: ALT + NUMPAD PLUS

Decrease Magnification: ALT + NUMPAD MINUS



Full: Magnified view occupies the entire screen.

Overlay: Magnified view can be sized & moved to occupy any portion of the screen.

Lens: Moves over the normal screen and like a magnifying glass shows what is directly beneath it. The lens automatically follows as you move the mouse pointer, type text and navigate your programs.

Line: Magnified view 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 (top, bottom, left, or right) and a normal unmagnified view on the other side.

HotKey: (CTRL + SHIFT + Z)

Adjust

This function can size the window by dragging any handle on the frame of the zoom window and can move the window by dragging inside the window frame.

HotKey: Scroll the contents of the window, hold down CTRL and then drag inside the window frame. To exit Adjust, right-click or ESC.

Freeze

This function allows you to monitor a selected area of the screen while you simultaneously view and work in other areas of the screen. Drag portion you would like to Freeze into the inside window.

HotKey: See hotkey for Adjust feature.

View Mode

This function 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. In the **Actions** menu choose **View Mode**.

Dual Monitor Support

Allows the user 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.

To enable and disable the dual monitor feature, go to the *Magnifier* toolbar, select Type → Dual Monitor → Enable or Disable.

HotKey: WINDOWS + SHIFT + D for Dual monitor on/off or **WINDOWS + SHIFT + Z** to cycle through the dual monitor views.

Enhancements



Color **Color**

These improve the clarity of text and graphics as well as provide easier viewing and reduced eyestrain. Options consist of a variety of filter effects that adjust color, contrast, and brightness. To configure custom color settings, choose color enhancements in the magnifier menu and select custom.

HotKey: CTRL + SHIFT + C



Pointer **Pointer**

Adjust the size and color of the pointer, and activate a locator that emphasizes the pointers position on the screen. You can choose from preset pointer schemes or configure your own custom pointer settings.

HotKey: CTRL + SHIFT + P



Cursor **Cursor**

Locate and follow the text cursor through a choice of high visibility locators which mark the cursor's position, without obscuring the surrounding text. Choose from preset or configure custom cursor settings.

HotKey: CTRL + SHIFT + R



Focus

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.

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. The hotkey allows you to cycle through the three enhancement types: **xFont, Standard** and **None**.

Hotkey: CTRL + SHIFT + F.

Finders



Desktop

Displays list to help find and open programs or documents located in the Windows desktop environment.

Hotkey: CTRL + SHIFT + D



Web

Helps you find links and controls in Internet Explorer, AOL, HTML, email, and HTML Help systems.

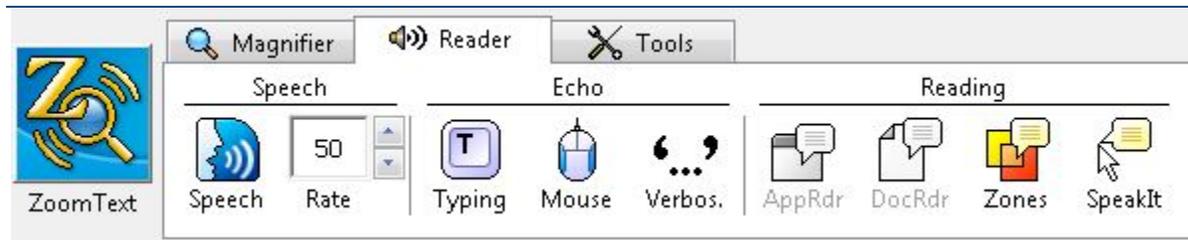
Hot keys: (CTRL + SHIFT + W)



Text **Text**

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.

The Reader Toolbar



This toolbar allows customization of ZoomText’s screen reading features. Each toolbar button is clearly labeled and has a pop-up menu that provides access to the most important and frequently used settings. You can also adjust speech settings such as voice, pitch, and volume by going to synthesizer in the reader menu.



Speech **Speech**

You can use the AppReader, DocReader, and the SpeakIt tool when speech is disabled. Terminate speech output as it occurs through the CTRL key.

Hotkey: ALT + SHIFT + S



Rate **Rate**

Control speech rate through the icon or by using the hotkeys.

Hotkeys: Increase speech rate (CTRL + NUMPAD PLUS)

Decrease speech rate (CTRL + NUMPAD MINUS)

Echo



Typing **Typing**

Hear the keys and words that you type – you can choose to have individual keys, words, or have both keys and words spoken. Typed words are spoken upon completion.



Mouse **Mouse**

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



Verbos. **Verbosity**

The amount of information spoken about program controls when they become active or highlighted is determined by the level chosen: Beginner provides more information and expert provides the least amount of information, each level can be fully customized for the users needs. Program controls include application and document windows, menus, dialogs, buttons, and icons.

READING



AppRdr

Application Reader

Will read documents, web pages, and email within the parent application. Can automatically read through the entire document, or you can choose to manually read by words, line, sentence, or paragraph. As the reading occurs, each spoken word is highlighted. You can customize the appearance of word highlighting, including the highlight shape, size, color, and transparency level.

HotKey: ALT + SHIFT + A, ENTER to start/stop reading and ESC to exit

Reading from Pointer

This 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.

HotKey: ALT + SHIFT + LEFT-CLICK



DocRdr

Document Reader

Will read documents, web pages, and email in a special environment where text is reformatted in a ticker tape or teleprompter format, with your choice of fonts, colors, word highlighting, and magnification level. Will automatically read through an entire document, or specify reading by word, line, sentence, or paragraph.

HotKey: ALT + SHIFT + D, ENTER to start/stop reading and ESC to exit



Zones

Zones

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

HotKey: CTRL + ALT + Z

To Trigger A Reading Zone

To hear a list of the reading zones and navigate through reading zones use the following hotkeys:

List the Zones

HotKey: CTRL + ALT + L

Choose Trigger zone 1 through 10

Hotkey: CTRL + ALT + number 1-10

Next reading zone

HotKey: CTRL + ALT + N

Previous reading zone

Hotkey: CTRL + ALT + P



SpeakIt

SpeakIt

Will allow the user 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.

HotKey: ALT + SHIFT + I

Program Manufacturer Contact Info

Ai Squared

P.O. Box 669
Manchester Center, VT 05255

Order: 800-859-0270

Phone: 802-362-3612

Fax: 802-362-1670

Sales Email: sales@aisquared.com

Support Email: support@aisquared.com

Web: [aisquared \(http://www.aisquared.com\)](http://www.aisquared.com)