
Getting Started

ZoomText® Xtra™ is a family of adaptive software designed specifically to meet the needs of the visually impaired. The ZoomText family includes two adaptive technologies, screen magnification and screen reading, providing complete access to all Microsoft Windows applications

ZoomText Xtra is available in two product levels to meet your needs.

- **Level 1** – magnification
- **Level 2** – integrated magnification and screen reading

Both product levels include DocReader - a full-screen environment for reading text from any Windows application.

Note: We are currently working on a Level 3 product, which will feature scanning and OCR, providing low-vision access to all printed materials.

System Requirements

To run ZoomText Xtra, you must have a system which includes the following:

- Pentium or higher processor
- Minimum of 32 MB memory (64 MB recommended for NT systems)
- Windows 95, 98, ME, NT4 or 2000
- Accelerated display card recommended
- Windows sound card (for Level 2)

Installation

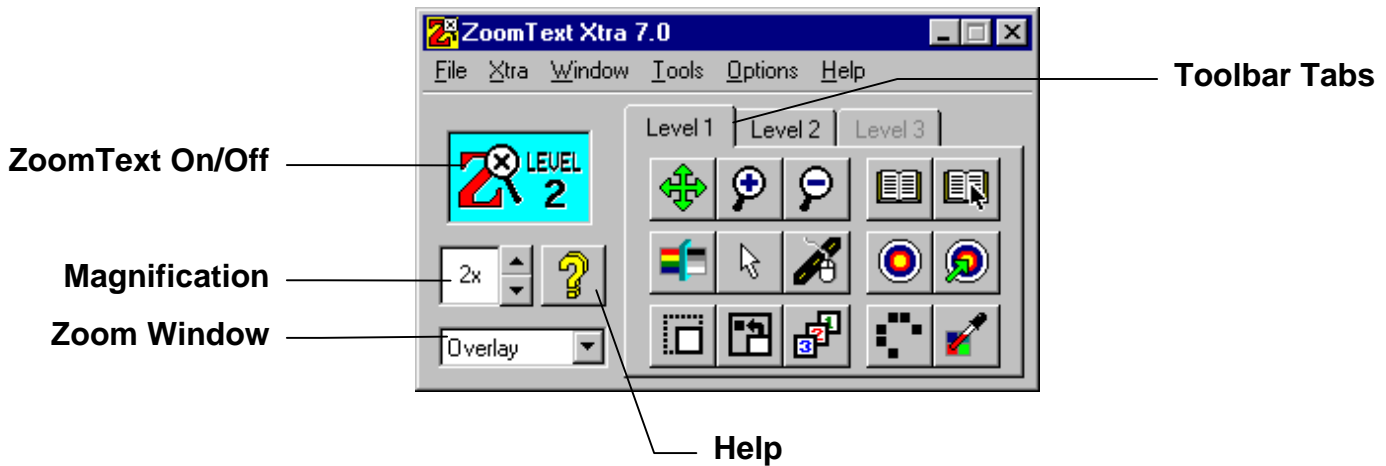
The ZoomText Setup program will start automatically when you insert the ZoomText CD in your CD-ROM drive. If Setup does not start automatically, follow the instructions below:

► **To install ZoomText**

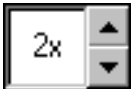
1. Insert the ZoomText CD in your CD-ROM drive.
2. Click on the Windows Start button and select Run...
3. Browse to your CD-ROM drive.
4. Select the Setup program and click Open.

5. Click on OK in the Run dialog box

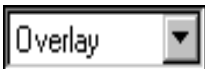
ZoomText Xtra! User Interface



ZoomText button Activates or deactivates ZoomText. When deactivated, all magnification and speech features are turned off without exiting the program.



Magnification box Sets the magnification level of the primary zoom window (from 2x to 16x).



Zoom Window box Selects the primary zoom window type.

Full occupies the entire screen.

Overlay can occupy any portion of the screen.

Lens is a moving window that magnifies the screen beneath it.

H-Split occupies the full width of the screen.

V-Split occupies the full height of the screen.



Help tool Displays help information about the clicked-on item.



Toolbar tabs Features associated with each product level are grouped into separate toolbars. Clicking on the Level 1, 2 or 3 tab displays a toolbar for the associated product level.

Level 1 Toolbar



Scroll tool Smoothly scrolls the contents of a zoom window. Position the tool over a zoom window, hold down the left button and move in the desired scrolling direction. To increase or decrease speed, move in the same or opposite direction. To stop scrolling, release the button. Right click to exit the tool.



Zoom-In tool Zooms in on a selected screen location. Move the tool to the area you wish to zoom in. Click to increase the magnification level, Shift-click to decrease. Hold down the Ctrl key to display and move the locator in a 1x screen. Right click to exit the tool.



Zoom-Out tool Zooms out on a selected screen location. Move the tool to the area you wish to zoom out. Click to decrease the magnification level, Shift-click to increase. Hold down the Ctrl key to display and move the locator in a 1x screen. Right click to exit the tool.



Color Filter button Enables or disables the filtering of screen colors. Settings are specified in the Colors tab of the Display dialog box.



Cursor Enhancements button Enables or disables visual enhancements to cursors and carets. Settings are specified in the Cursors tab of the Display dialog box.



Mouse Routing button Enables or disables mouse routing. When the cursor is located outside the magnified view, moving the mouse will route the cursor to the center of the magnified view.



Window tool Sizes or moves a zoom window. To size a window, drag any handle. To move a window, drag inside the window frame. Right click to exit the tool. Note: Full zoom window cannot be sized or moved.



Locator button Enables or disables the locator. The locator represents the area currently being magnified and is visible in unmagnified portions of the screen. Settings are specified in the Locator tab of the Movement dialog box.

Note: The locator is not visible when using Full and Lens zoom windows.



Secondaries button Enables or disables all selected secondary zoom windows. These windows can be selected in the Secondaries dialog box.



DocReader button Launches DocReader to read text from the last active application. The DocReader module is a reading environment that reformats, magnifies and speaks text from any Windows application.



DocReader tool Selects the application to be read by DocReader. Position the tool within the desired application's text window and click to launch DocReader.



Set Target tool Creates or edits on-screen targets. To create a target, click on the desired screen location. To move a target, drag the target to a new location. Ctrl-click to delete a target. Right click to exit the tool.



Hit Target tool Scrolls a zoom window to a target location. Click to scroll to the next target, Shift-click to scroll to the previous target. Right click to exit the tool.



Edge-Smoothing button Changes the type of edge-smoothing. Smoothing eliminates the jagged-edged appearance of magnified text and graphics. The three settings are: black and white, custom colors, and no smoothing. Settings are specified in the Smoothing tab of the Display dialog box.

Note: This feature is not available in 16 color display modes.

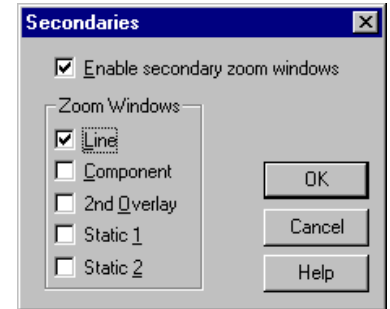


Smoothing Colors tool Selects custom edge-smoothing colors. Move the tip of the eye-dropper over the desired color. Click to select the primary smoothing color, Ctrl-click to select the secondary smoothing color. Right-click to exit the tool. Selected smoothing colors are displayed in the Smoothing tab of the Display dialog box. Note: This feature is not available in 16 color display modes.

Level 1 Dialogs

Secondaries

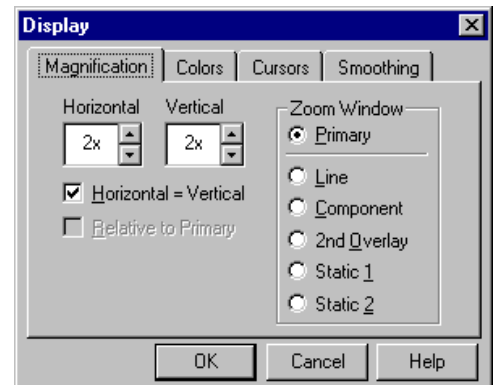
Controls the display of special purpose zoom windows. Each of these zoom windows is designed for particular task. Any combination of secondary zoom windows can be selected. All selected windows can be enabled or disabled.



- Line zoom magnifies the line of text that currently contains the caret.
- Component zoom magnifies a Windows control when it receives focus.
- 2nd Overlay is a second general purpose overlay window.
- Static 1 and 2 magnify fixed screen locations.

Magnification

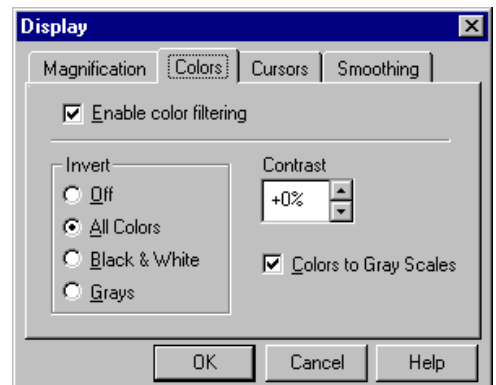
Controls the magnification level of all zoom windows, from 1x to 16x. The magnification of secondary zoom windows can be relative to the primary's level (-8x to +8x). When a relative magnification is used, the secondary's level automatically changes when the primary's level changes.



Colors

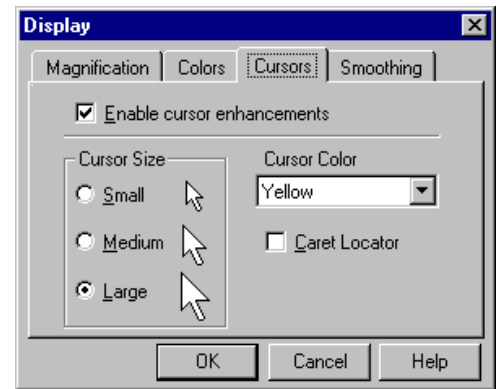
Controls the filtering of screen colors. Invert reverses all colors, black and white, or shades of gray (including black and white). Contrast increases the differences between light and dark colors. Colors to Gray Scales converts all colors to relative shades of gray.

Note: Color filtering is limited to inverting all colors unless you are running in 256 color display modes.



Cursors

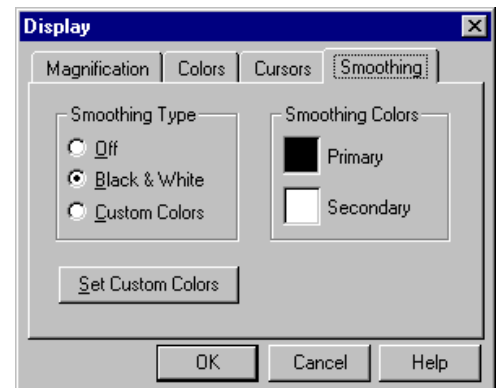
Controls visual enhancements to cursors and carets. Cursors can be displayed in small, medium and large sizes and any one of 16 colors. Caret Locator displays a blinking frame around the caret (when the caret is stationary).



Smoothing

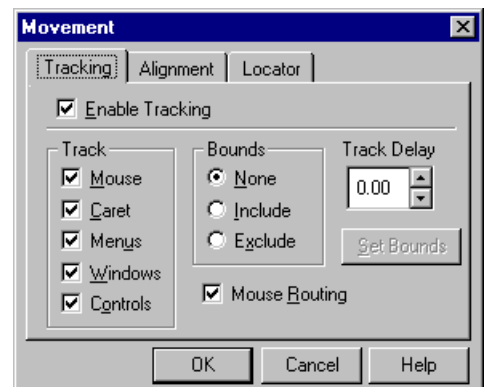
Smoothing eliminates the jagged-edged appearance of magnified text and graphics. Smoothing can be performed on Black & White colors or two Custom Colors (Primary and Secondary). Custom colors are selected using the Smoothing Colors tool.

Note: This feature is not available in 16 color display modes.



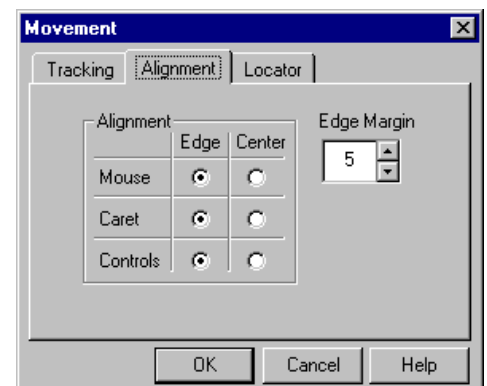
Tracking

Controls how zoom windows follow screen activity. For example, as you move the mouse, the zoom window automatically scrolls to keep the cursor in view. A variety of screen activities can be tracked, including mouse and caret movement, and the activation of menus, windows and controls.



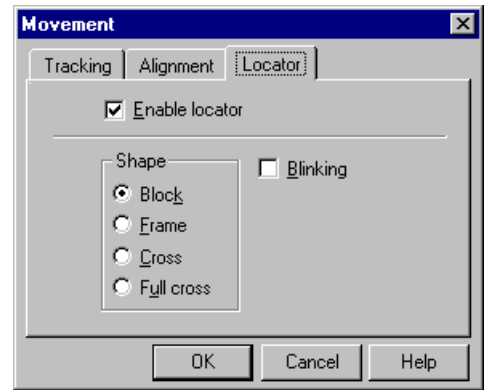
Alignment

Controls how a zoom window is scrolled, when a tracked object (such as the cursor) moves. Edge scrolls the zoom window when the object approaches an edge. Center scrolls the zoom window so that the object remains in the center. Edge Margin controls how close the object can come to the edge of the window before scrolling occurs.



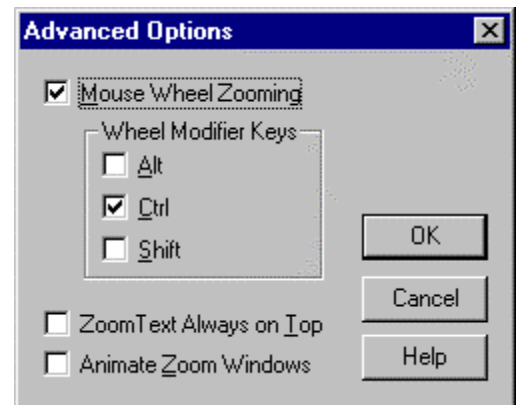
Locator

The locator represents the primary zoom window's viewport - the portion of the screen currently being magnified. The locator appears as a reverse video block, frame or cross, in unmagnified portions of the screen. Blinking displays a locator that blinks.



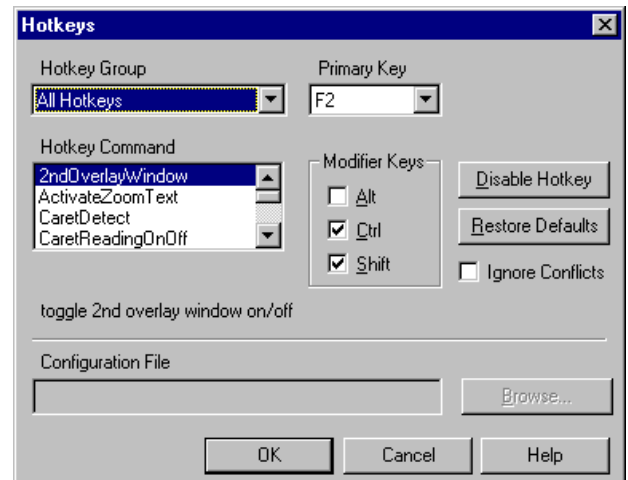
Advanced Options

Advanced options provide a collection of convenient features that make ZoomText easier to use. These settings allow you to zoom in and out using the mouse wheel, keep the ZoomText user interface the top-most window, and animate the opening and closing of zoom windows.

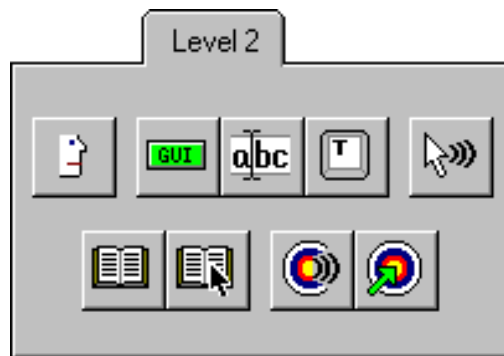


Hotkeys

Hotkeys are key combinations that execute ZoomText commands, without activating the user interface. Each hotkey consist of one Primary Key and one or more Modifier Keys. Individual hotkeys can be changed or disabled to eliminate conflicts with other programs. Restore Defaults restores all hotkeys to their original setting.



Level 2 Toolbar



Speech button Enables or disables all speech output.



GUI Reading button Enables or disables GUI (graphical user interface) reading. GUI reading speaks Windows controls when they receive focus. Settings are specified in the Screen Reader dialog box.



Caret Reading button Enables or disables caret reading. Caret reading speaks characters, words or lines of text, according to caret movement. Settings are specified in the Screen Reader dialog box.



Typing Echo button Enables or disables typing echo. Typing echo speaks characters or words as they are typed. Settings are specified in the Screen Reader dialog box.



Speak-It tool Speaks single words or blocks of text. To speak a single word, click on the word. To speak a block of text, click and drag - all highlighted text will be spoken. Right click to exit the tool.



DocReader button Launches DocReader to read text from the last active application. The DocReader module is a reading environment that reformats,

magnifies and speaks text from any Windows application.



DocReader tool Selects the application to be read by DocReader. Position the tool within the desired application's text window and click to launch DocReader.



Set Talking Target tool Creates or edits talking targets. All text in the window beneath the target will be spoken when the target is jumped to. To create a talking target, click on the desired screen location. To move a target, drag the target to a new location. Ctrl-click to delete a target. Right click to exit the tool.



Hit Target tool Scrolls a zoom window to a target location. Click to scroll to the next target, Shift-click to scroll to the previous target. Right click to exit the tool.

Level 2 Dialogs

Screen Reader

Controls all aspects of screen reading. GUI Reading speaks graphical user interface components as they receive focus. Caret Reading speaks text based on the location and movement of the caret. Typing Echo speaks each character or word as it is typed. Verbosity determines the amount of detail spoken when a GUI object receives focus.



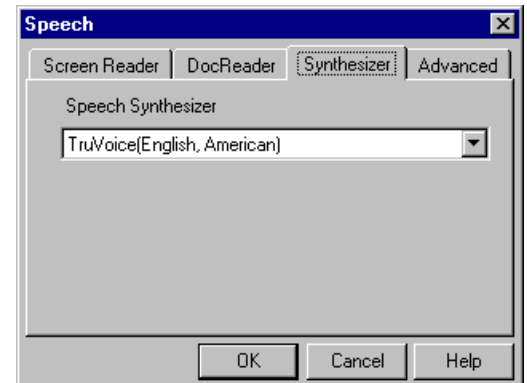
Speech

Controls the speech output of your synthesizer or sound card. Most synthesizers offer a variety of voices to choose from. Rate, pitch and volume can also be modified according to your preferences. Separate speech configurations can be set for the Screen Reader and DocReader. To test particular speech settings, type in the sample box and click on Speak Sample.



Synthesizer

ZoomText Xtra Level 2 includes two built-in speech synthesizers – TruVoice and Microsoft Speech Engine. ZoomText also supports other SAPI based synthesizers installed on your system. If your speech device is configured with two or more languages you can switch between them while running ZoomText.



DocReader Toolbar

DocReader is a full-screen environment for reading text from any text-based Windows application. Text is captured, reformatted and displayed according to user preferences, including layout, magnification, font and colors. Complete documents can be read automatically from beginning to end, with each word highlighted and spoken.

Note: Level 2 or 3 required for speech output.



Play Starts and stops reading at the current word. Each word is highlighted as it is spoken. Reading continues to the end of the document or until paused. Note: If speech is not available, text is smoothly panned without word highlighting.



Previous Line Highlights and speaks the first word on the previous line. Reading is automatically paused.



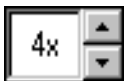
Previous Word Highlights and speaks the previous word. Reading is automatically paused.



Next Word Highlights and speaks the next word. Reading is automatically paused.



Next Line Highlights and speaks the first word on the next line. Reading is automatically paused.



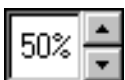
Magnification Increases or decreases the magnification level (from 2x to 16x).



DocReader Settings Opens the DocReader dialog box.



Speech Settings Opens the Speech dialog box.



Reading Speed Increases or decreases the reading speed.

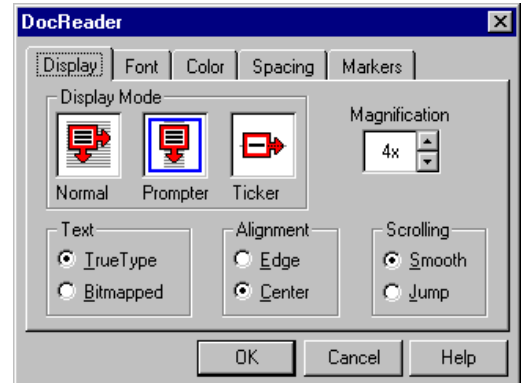


Exit Exits DocReader.

DocReader Dialogs

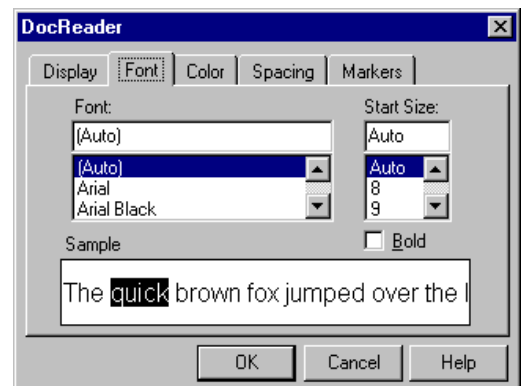
Display

Controls all display settings in DocReader. Normal Mode displays the document in its original format and scrolling occurs both vertically and horizontally. Prompter Mode wraps lines of text within the screen margins and scrolls vertically. Ticker Mode displays text in a single continuous line that scrolls horizontally. Text can be displayed in scaled TrueType fonts or by magnifying the original document's bitmapped image. Magnification ranges from 2x to 16x. The highlighted word can be edge or center aligned and can be smooth scrolled or jump instantly into view.



Font

Controls the font style and size used by DocReader. Setting the Font and Start Size to "Auto" preserves the style and size used in the original document. By selecting a different font and size the user can force DocReader to display text in a uniform font.



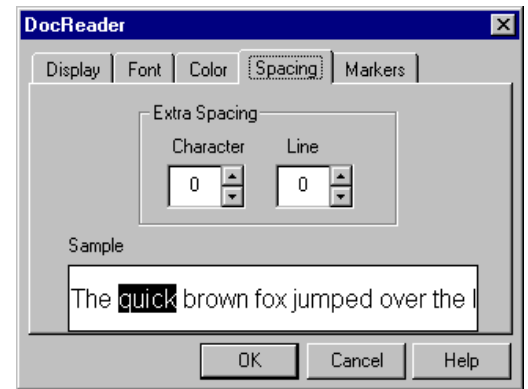
Color

Controls the text and background colors used by DocReader. Separate selections exist for Normal and Highlight text. Setting normal text to "Auto" preserves the colors used in the original document.



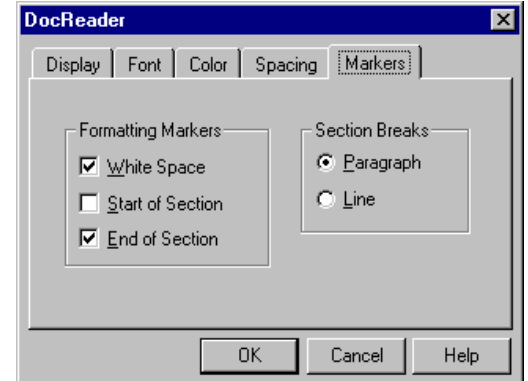
Spacing

Controls the spacing of text in DocReader. Extra Spacing can be added between characters and lines. Spacing increments are in pixel units, relative to the size of the unmagnified text.



Markers

Controls the insertion of marker symbols into DocReader text. Formatting Markers indicate where white space and sections of text exist in the original document. Section Breaks control whether DocReader will continuously flow all text in a paragraph or in a line.



DocReader Keyboard Commands

<i>To ...</i>	<i>Press ...</i>
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Play / Pause	Enter
Speak current word	Spacebar
Spell current word	Ctrl + Spacebar
Next word	Right Arrow
Previous word	Left Arrow
Next sentence	Ctrl + Right Arrow
Previous sentence	Ctrl + Left Arrow
Next DocReader line	Down Arrow
Previous DocReader line	Up Arrow
Next document line	Ctrl + Down Arrow
Previous document line	Ctrl + Up Arrow
Next DocReader page	PgDn
Previous DocReader page	PgUp
Next document page	Ctrl + PgDn
Previous document page	Ctrl + PgUp
First word on line	Home
Last word on line	End
Increase reading speed	>
Decrease reading speed	<
Increase magnification	Numpad Plus
Decrease magnification	Numpad Minus
Pop-up DocReader dialog	D
Pop-up Speech dialog	S

ZoomText Hotkeys

Level 1 Hotkeys

<i>Command</i>	<i>Hotkey</i>
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<i>Essential Hotkeys</i>	
Activate ZoomText	Alt + Insert
Deactivate ZoomText	Alt + Delete
Increase magnification	Alt + Numpad Plus
Decrease magnification	Alt + Numpad Minus
Scroll the zoom window	Alt + Arrow keys
User Interface	Ctrl + Shift + U
<i>Toolbar Hotkeys</i>	
Scroll tool	Ctrl + Shift + S
ZoomIn tool	Ctrl + Shift + I
ZoomOut tool	Ctrl + Shift + O
DocReader	Ctrl + Shift + R
DocReader tool	Ctrl + Shift + D
Color Filtering on/off	Ctrl + Shift + F
Cursor Enhancements on/off	Ctrl + Shift + C
Mouse Routing on/off	Ctrl + Shift + M
SetTarget tool	Ctrl + Shift + X
HitTarget tool	Ctrl + Shift + H
Window tool	Ctrl + Shift + W
Locator on/off	Ctrl + Shift + L
Secondaries on/off	Ctrl + Shift + Z
Edge-Smoothing type	Ctrl + Shift + E
Smoothing Colors tool	Ctrl + Shift + G
<i>Scroll Hotkeys</i>	
Scroll Up	Alt + Up Arrow
Scroll Down	Alt + Down Arrow
Scroll Left	Alt + Left Arrow
Scroll Right	Alt + Right Arrow
Jump Top Edge	Alt + PgUp
Jump Bottom Edge	Alt + PgDn
Jump Left Edge	Alt + Home
Jump Right Edge	Alt + End
Jump Center	Alt + Numpad 5
Save View	Alt + Numpad /
Restore View	Alt + Numpad *

<i>Command</i>	<i>Hotkey</i>
<i>Zoom Window Hotkeys</i>	
Primary window type	Ctrl + Shift + F1
2nd Overlay on/off	Ctrl + Shift + F2
Line on/off	Ctrl + Shift + F3
Component on/off	Ctrl + Shift + F4
Static 1 on/off	Ctrl + Shift + F5
Static 2 on/off	Ctrl + Shift + F6
<i>Miscellaneous Hotkeys</i>	
Mouse to View	Ctrl + Shift + B
View to Mouse	Ctrl + Shift + V
Tracking on/off	Ctrl + Shift + T
Caret Detect	Alt + Shift + D
<i>Target Hotkeys</i>	
Hit target 0 ... 9	Ctrl + Shift + 0 ... 9
Hit next target	Ctrl + Shift +]
Hit previous target	Ctrl + Shift + [
<i>Configuration Hotkeys</i>	
Load configuration 0 ...9	Alt + Shift + 0 ... 9

Level 2 Hotkeys

<i>Command</i>	<i>Hotkey</i>
<i>Toolbar Hotkeys</i>	
Speech on/off	Alt + Shift + S
GUI Reading on/off	Alt + Shift + G
Caret Reading on/off	Alt + Shift + C
Typing Echo on/off	Alt + Shift + T
SpeakIt tool	Alt + Shift + I
SetTalkingTarget tool	Alt + Shift + X
<i>Screen Reading Hotkeys</i>	
Quiet	Alt + Shift + Q or Ctrl
Say current word	Alt + Shift + W
<i>First press speaks word</i>	
<i>Second press spells word</i>	
Say current line	Alt + Shift + L
Say all text in active window	Alt + Shift + A
Say control with focus	Alt + Shift + F
Say contents of clipboard	Alt + Shift + B
Verbosity Level	Alt + Shift + V
Switch Speech Synthesizer	Alt + Shift + N