



Grand Valley State University
Disability Support Services

Guide to Assistive Technology



GVSU ZoomText 8.1 Quick Reference Guide

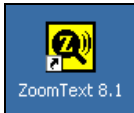
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ZoomText 8.1 by A.I. Squared is a computer access solution for individuals with vision impairments. It consists of both screen magnification and screen reading technologies. ZoomText allows users to see and hear everything on the computer screen, providing access to applications, documents, email and the internet. Many visual enhancements are available to improve access to Windows applications.

In this quick reference guide to ZoomText 8.1, both mouse and keyboard (HotKey) commands are listed for navigating through various functions and settings. ZoomText menu item ALT-key shortcuts are underlined when referenced. A listing of additional ZoomText hotkey commands can be found at the end of the guide.

This guide is for quick-reference material, and is not intended as a comprehensive user's manual to ZoomText.

To start ZoomText on a personal computer, double-click on the ZoomText icon, or press the **Windows key**, navigate to the ZoomText desktop icon, and press the Enter key.



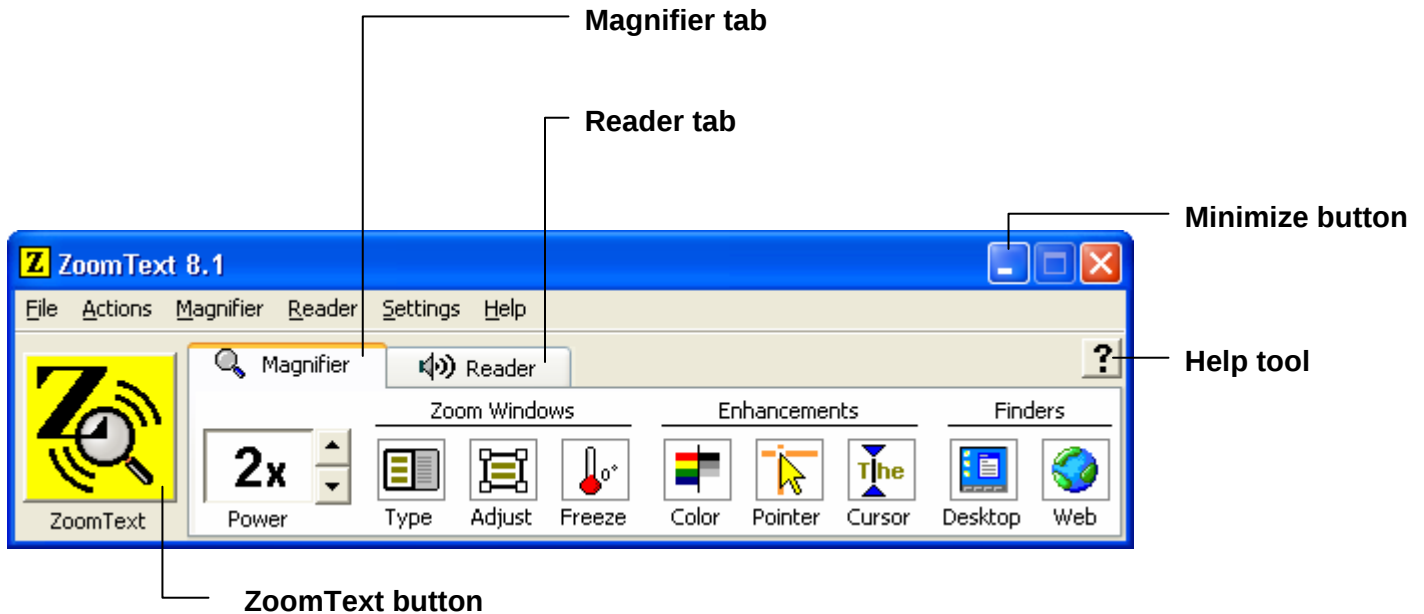
To start ZoomText in the GVSU lab environment using a mouse, double-click on the Assistive Technology folder on the desktop, and then double-click on the ZoomText 8.1 icon.

To start ZoomText in the GVSU lab environment using the keyboard press the **Windows key + TAB then press Enter** to access the Start button, followed by the **R** key to access the Run dialog box. Run ZoomText from its installed location by typing **C:\XPLABAPPS2\Zoom Text 8.1\Zt8**

When ZoomText starts, the screen display will be magnified and ZoomText will speak aloud. The ZoomText user interface will appear on the screen, and can be moved to any desired location by dragging with the mouse. ZoomText can be configured on a personal computer to start at any magnification level (default is 2x), and to start with or without speech (default is with speech).

To exit ZoomText click the Close Application icon (the X in the upper right-hand corner of the ZoomText user interface, or Click on the File menu, and then click Exit.

ZoomText 8.1 User Interface



The ZoomText button enables or disables ZoomText without shutting it down and restarting. **Hotkeys: ALT+INS, ALT+DEL**

The Magnifier tab displays toolbar controls for ZoomText's magnification features. These controls can also be found in the Magnifier menu.

The Reader tab displays toolbar controls for ZoomText's screen reading features. These controls can also be found in the Readers menu.

The Minimize button hides the ZoomText user interface.

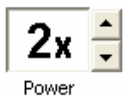
The Help tool displays information about clicked-on items in the ZoomText toolbars.

The Magnifier toolbar provides quick access to ZoomText magnification functions, and cursor and screen enhancements.



The magnification toolbar

Zoom Window Tools – Power, Type, Adjust and Freeze



Power

The Power spinbox adjusts the magnification level. Click on the up and down arrows on the Power spinbox to increase or decrease magnification. **Hotkeys: ALT+NUMPAD+PLUS, ALT+NUMPAD+MINUS**



Type

The Type button changes the type of zoom window used. ZoomText provides four zoom window types: full, overlay, lens, line, and four docked positions. **Hotkey: CTRL+SHIFT+Z**

View	Effect
Full	Displays a magnified view that occupies the entire screen.
Overlay	Displays a magnified view that can be sized and occupy any portion of the screen.
Lens	Displays a small window that can be moved over the entire screen displaying a magnified view of what is directly beneath it.
Line	Displays a rectangular window that can be moved up and down like a ruler magnifying what is directly beneath it.
Docked	Splits the screen into a magnified and non-magnified view. Magnified view can be docked at the left, right, top or bottom of the screen.



Adjust

The Adjust tool changes the size of a magnification window. **Hotkey: CTRL+SHIFT+A**



Freeze

The Freeze tool is used to set up a freeze window. A freeze window allows a user to monitor information at one location while simultaneously viewing and editing information at other locations. The freeze window sits on top of the full zoom window displaying the selected freeze location. The full zoom window continues to scroll and display all areas of the screen. **Hotkey: CTRL+SHIFT+F**

Enhancement Tools – Color, Pointer and Cursor

These tools provide a quick and easy way to change color, mouse pointer and cursor schemes. More advanced customization can be made through the respective enhancement options given below.



Color

The Color button selects color schemes from several preset schemes. To customize color settings select Color Enhancements from ZoomText's Magnifier menu rather than this button. **Hotkey: CTRL+SHIFT+C**



Pointer

The Pointer button selects mouse pointer schemes from several preset schemes. To customize pointer settings select Pointer Enhancements from ZoomText's Magnifier menu rather than this button. **Hotkey: CTRL+SHIFT+P**



Cursor

The Cursor button selects cursor schemes from several preset schemes. To customize cursor settings select Cursor Enhancements from ZoomText's Magnifier menu rather than this button. **Hotkey: CTRL+SHIFT+R**

Finder Tools – Desktop and Web



Desktop

The Desktop Finder helps find and open programs and documents located in the Windows desktop environment, including the quick launch bar, system tray, and control panel. When clicking on the Desktop Finder button, a dialog box displays a list of items located in the desktop environment. Desktop Finder 'actions' allow a user to open the item or view its properties.

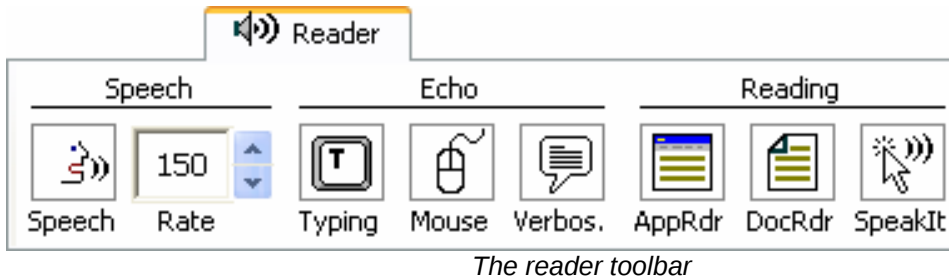
Hotkey: CTRL+SHIFT+D



Web

The Web Finder helps find links and controls in Internet Explorer, HTML email, and HTML Help systems. When clicking on the Web Finder button, a dialog box displays a list of links and controls in the last active HTML document. Web Finder 'actions' allow a user to execute a selected link, scroll to a link or control, or begin reading with ZoomText's AppReader at the location of a link or control. **Hotkey: CTRL+SHIFT+W**

The Reader toolbar provides quick access to ZoomText reader functions.



Speech Tools – Speech Settings and Rate



Speech

The Speech button enables and disables speech.

Hotkey: ALT+SHIFT+S

Speech may be disabled as it occurs without disabling it altogether by pressing and releasing the CTRL key.



Rate

The Rate spinbox adjusts the rate of speech.

Hotkeys: CTRL+NumPad+Plus, CTRL+NumPad+Minus.

Speech synthesizer settings, such as voice, pitch, and volume, are available through the Reader menu.

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.

Speech Echo Tools Typing, Mouse, and Verbosity



Typing **The Typing Echo tool** allows keystrokes and words to be spoken as they are typed. Options are to speak keystrokes, words, or both keystrokes and words. **Hotkey: ALT+SHIFT+T**



Mouse **The Mouse Echo tool** allows text directly beneath the mouse pointer to be spoken. Options are to speak single words or complete lines of text, and to speak instantly or after hovering briefly. **Hotkey: ALT+SHIFT+M**



Verbos. **The Verbosity Level tool** allows adjustment of the amount of information spoken about program controls when they become active or highlighted. Three verbosity levels – Beginner, Intermediate and Expert – allow a user to quickly increase or decrease the verbosity. Beginner verbosity provides more information, Expert verbosity provides less information. Each of these verbosity levels can be fully customized according to personal needs. **Hotkey: ALT+SHIFT+V**

Reading Tools – SpeakIt, AppReader, and DocReader

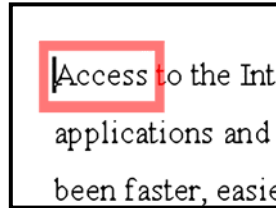


SpeakIt **The SpeakIt tool** reads aloud any text displayed on the screen by clicking or dragging with the mouse. To speak a single word click on the word. To read a block of text click and drag the mouse over the text. **Hotkey: ALT+SHIFT+I**



AppRdr

The AppReader tool audibly reads documents, web pages, email, and Adobe Reader (.pdf) files from within the parent application. AppReader can automatically read through the entire document, or by word, line, sentence, or paragraph. Each spoken word is highlighted. AppReader settings allow customization of the appearance of word highlighting, including the highlight shape, size, color, and transparency level. **Hotkey: ALT+SHIFT+A**

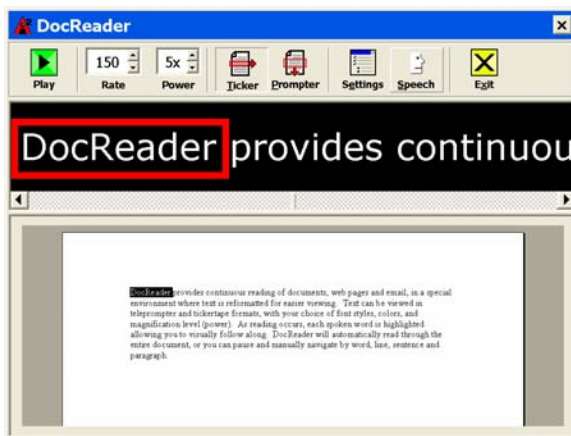


AppReader highlighting

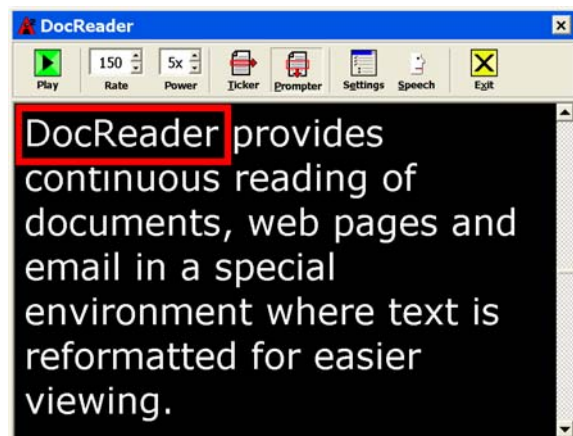


DocRdr

The DocReader tool audibly reads documents, web pages, email, and Adobe Reader (.pdf) files in a special environment where text is reformatted for easier viewing. Text is presented in a ticker tape or teleprompter format, with choice of fonts, colors, word highlighting, and magnification level. DocReader can automatically read through an entire document, or manually by word, line, sentence, or paragraph. Each spoken word is highlighted. **Hotkey: ALT+SHIFT+D**

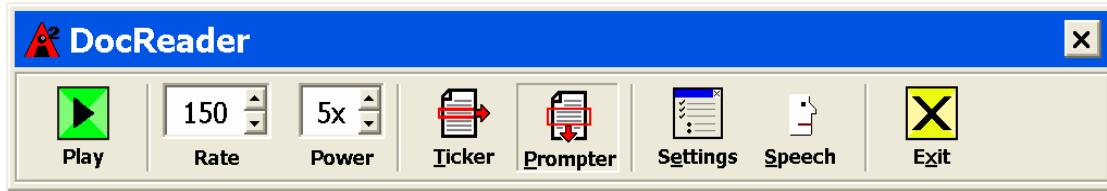


DocReader - Ticker Mode



DocReader – Prompter Mode

DocReader Toolbar



The DocReader toolbar provides controls for operating DocReader and accessing settings that modify the appearance of text and highlighting.

Play/Pause	Starts and stops reading at the highlighted word.
Rate	Controls how fast DocReader speaks – in words per minute.
Power	Sets the magnification level used by DocReader, from 1x to 16x.
<u>T</u>icker	Displays a single line of text that scrolls horizontally like a tickertape, along with a 1x view of the source document that appears beneath.
<u>P</u>rompter	Displays multiple wrapped lines of text that scroll vertically like a teleprompter.
<u>S</u>ettings	Opens the Reading dialog box to change the DocReader settings.
<u>S</u>peech	Opens the Speech dialog box to change the speech settings.
<u>E</u>xit	Exits DocReader and activates the source application.

DocReader Toolbar Commands

Commands	Keys
Switch to Ticker Mode	ALT + T
Switch to Prompter Mode	ALT + P
DocReader Settings	ALT + E
Speech Settings	ALT + S
Exit DocReader	ALT + X

AppReader and DocReader Hotkey Commands

General commands	Keys
Start AppReader	ALT + SHIFT + A
Start 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
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
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...").
 Repeated presses must occur within two seconds.

Default ZoomText Hotkeys

ZoomText hotkeys can be changed or disabled to prevent conflicts with other applications.

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.

Below is a listing of all ZoomText default hotkeys, except the hotkey commands for DocReader, AppReader, and the DocReader toolbar, which have been previously listed.

User Interface HotKey Commands

Commands	Keys
Enable ZoomText	ALT + INS
Disable ZoomText	ALT + DEL
Display User Interface	CTRL + SHIFT + U
Help Tool	CTRL + SHIFT + H

Magnifier Toolbar Hotkey Commands

Commands	Keys
Window Type	CTRL + SHIFT + Z
Adjust Window Tool	CTRL + SHIFT + A
Freeze Window On/Off	CTRL + SHIFT + F
Color Enhancements On/Off	CTRL + SHIFT + C
Pointer Enhancements On/Off	CTRL + SHIFT + P
Cursor Enhancements On/Off	CTRL + SHIFT + R
Desktop Finder	CTRL + SHIFT + D
Web Finder	CTRL + SHIFT + W

Reader Toolbar Hotkey Commands

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
Start AppReader	ALT + SHIFT + A
Start DocReader	ALT + SHIFT + D
SpeakIt Tool	ALT + SHIFT + I

Screen Reading Hotkey Commands

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
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 Hotkey Commands

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

Miscellaneous Hotkey Commands

Commands	Keys
Locator On/Off	CTRL + SHIFT + L
View Mode On/Off	CTRL + SHIFT + V
Text Smoothing Type	CTRL + SHIFT + T
Mouse To View	CTRL + SHIFT + B
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
MSAA On/Off	CTRL + ALT + SHIFT + M
Tracking On/Off	CTRL + ALT + SHIFT + T
Update Screen Model	CTRL + ALT + SHIFT + U