

SprintPlus

Manual

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1 - Introduction

1.1 Target group

SprintPlus helps children, youngsters and adults with reading, writing and spelling problems, like for instance dyslexia. SprintPlus can be used for remediation and practice with young children. But also to prepare texts and lessons. It can even be used to learn foreign languages. For pupils in secondary school or students in the higher education it can be a very useful appliance. Also adults can get much profit out of it.

1.2 SprintPlus objectives

SprintPlus reads out texts and documents. Listen to the complete text or have SprintPlus read out the text per sentence or per word. You also hear what you type. That way, you notice typing errors much faster. SprintPlus can read words syllabically or can spell the words phonetically. SprintPlus can search for all homophones in a text, like 'meet' and 'meat'. By means of a drawing, a short explanation or a sample sentence you quickly select the correct word.

SprintPlus has its own word processor, but you can also use it in Microsoft Word. You use the Word toolbar to help you with reading, writing and spelling. SprintPlus reads internet texts or mails as well.

1.3 System requirements

In order to use SprintPlus efficiently, the system has to meet some minimum requirements.

The minimum system requirements are the following:

- Windows PC
- 256 MB RAM or more
- MS Windows XP or more recent version
- Sound card
- 300MB free on your hard disk
- For the Word toolbar you need Word 2000 or higher.

2 - Installation and first use

2.1 Stand-alone installation

Put the SprintPlus CD-ROM in the CD-ROM drive. When installation does not start immediately, go to **Start > Run** and start the setup of the CD-ROM. Follow the instructions on the screen in order to install the program correctly. During installation, choose whether you wish to install the Word toolbar or not.

2.2 Licences

SprintPlus is protected by software protection. When you start up the program, you see the next window:



Click **Register** and follow the steps of the registration process. For this, you need the SprintPlus serial number. This serial number is on the registration card. This card tells you

- how to register SprintPlus
- how to transfer SprintPlus from one computer to another
- how to remove the license and install it again later

Click **Start SprintPlus** if you wish to register later. For 60 days you can start up SprintPlus without registering. After that, registration is necessary in order to start SprintPlus.

2.3 Listening to the manual

SprintPlus can read out this manual: Start up SprintPlus, open SprintPDF and

open the file 'SprintPlus_en.pdf' and click this button  to have

SprintPlus read the whole document.

For more information on how to use the reading functions in SprintPDF see "How to read PDF documents in SprintPDF?" on page 21.

3 - Using SprintoPlus



3.1 Reading the manual

SprintPlus can read out this manual: Start up SprintPlus, open SprintPDF and

open the file 'SprintPlus_en.pdf' and click this button



to have

SprintPlus read the whole document. You will find the manual on your SprintoPlus stick.



For more information on how to use the reading functions in SprintPDF see "How to read PDF documents in SpintPDF?" on page 21.

3.2 How to start SprintoPlus?

SprintoPlus is the mobile version of SprintPlus. It can be used on any Windows computer. Plug the USB stick in the computer and SprintoPlus will be started automatically. It is not necessary to install the software.

All settings will be saved on the stick. You can also save your documents on the stick.



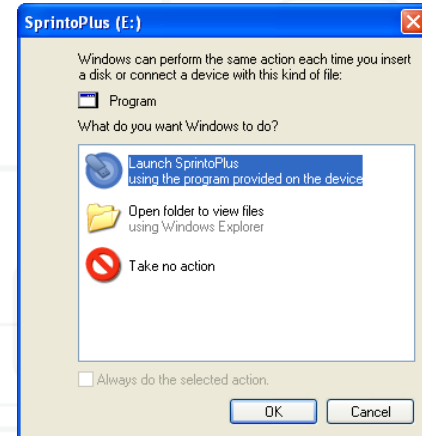
When SprintoPlus does not start automatically, go to the USB drive of your computer with explorer and double-click the SprintoPlus icon. The content of the USB stick appears on your screen. Double-click the

SprintoPlus icon.

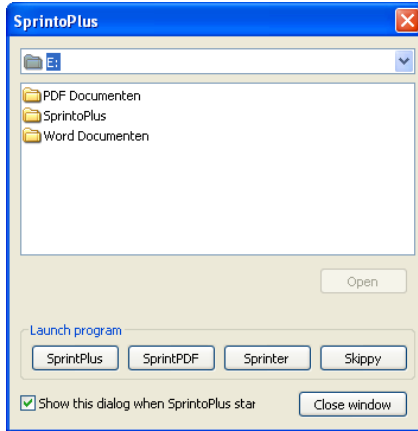


3.2.1 Start SprintoPlus

1. When plugging SprintoPlus into the USB drive of your computer, next screen appears:



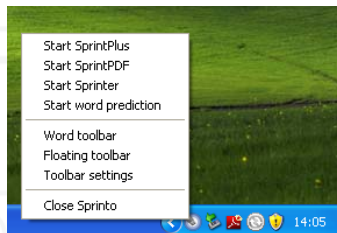
2. Choose **Launch SprintoPlus**.
3. Thereupon the start window of SprintoPlus appears. You now can start the different units.



- choose SprintPlus if you want to start the word processor.
- choose SprintPDF if you want to start SprintPDF.
- choose Sprinter if you want to start the Sprinter reading tool.
- choose Skippy if you want to start the word prediction.



After starting up SprintoPlus the SprintoPlus monitor icon appears on the right bottom corner of the screen. Click right and you can also start up the different unities from here.



3.3 Toolbars

When starting up Word, the SprintPlus toolbar is displayed in Word. There is a fixed toolbar in MS Word and there is also the floating toolbar. The fixed toolbar appears in the MS Word toolbar. In MS Word 2007 and 2010 the fixed toolbar will be displayed under the tab Add-ons. The floating toolbar can be placed where you want on the screen.

To modify the functions appearing on the floating toolbar:

1. Right click the SprintoPlus icon at the bottom of the screen, next to the clock.
2. Select Toolbar settings. Here you can select the buttons you want to be displayed in the floating toolbar.

3.4 Save documents on the SprintoPlus stick

The SprintoPlus stick also allows you to store files and documents. You can store your school books or other material on the SprintoPlus stick. Just save the files on the SprintoPlus drive, like you would save documents on any other USB stick.

3.5 How to close SprintoPlus?

1. Right click the SprintoPlus icon at the bottom of the screen, next to the clock.
2. Choose Close SprintoPlus.
3. Make sure SprintoPlus is closed properly before plugging out the stick.
4. Remove the SprintoPlus stick safely.

4 - Short manual



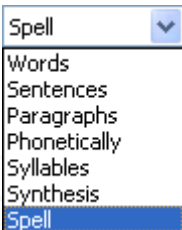
Read the **complete text**.



Read **rest of text** (from position of the cursor onwards).

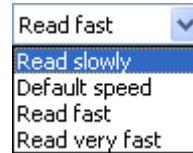


Read **previous, current or next**. Select a reading unit in the drop-down list and navigate through the text from position of the cursor onwards.



Select the reading unit you want to hear:

- Words
- Sentences
- Paragraphs
- Phonetically
- Syllables
- Synthesis
- Spell



Select the reading speed:

- Read slowly
- Default speed
- Read fast
- Read very fast

In the **Voice settings**



you can refine the speed.



Stop speech.



Click & Read

Use Click & Read to read difficult parts of the text.

- Click the Click & Read button.
- Select a reading unit in the drop-down list.
- Click an item in the text.
- SprintPlus reads the preset unit: paragraph, sentence,...
- Disable Click & Read by clicking this button again.




Voice settings

- Set the language.
- Adjust the volume.
- Define the voice speed more accurately.
- Insert pauses while reading.
- Activate Speech while typing.

Homophones



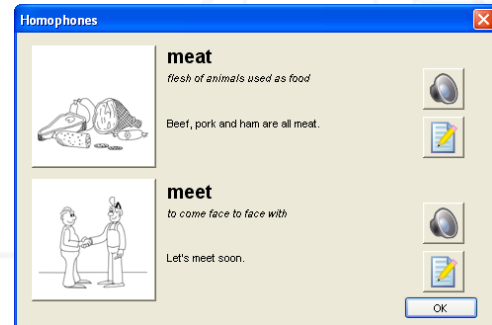
Homophones are words that sound the same, but that are spelled differently, like 'meat' and 'meet'.

- Click this button  to mark the homophones.
- SprintPlus underlines the homophones in the SprintPlus word processor. In MS Word SprintPlus puts the homophones in a box.

meet meat

meet meat

- Double click one of the homophones: SprintPlus displays a window with a drawing, explanation and a sample sentence.



- Click the speaker next to a homophone. SprintPlus reads the explanation and sample sentences.
- Click the drawing of the right word. This word is then inserted into the text.
- Click the button again to switch off homophones.

Settings



In the settings you can:

- Select **Highlight the text while reading** if you want the text to be highlighted while reading. (In MS Word the text is colored, but not highlighted).
- Enable Autosave if necessary.
- Adapt the homophones dictionary
- Adapt the Pronunciation dictionary

For more information on how to adapt the dictionaries see “Adjusting the pronunciation of words” on page 17 and “Adding homophones” on page 18.



Markers

To highlight important issues in the text. Click the funnel and SprintPlus will automatically make a summary of the text with the highlighted items.



Language switch

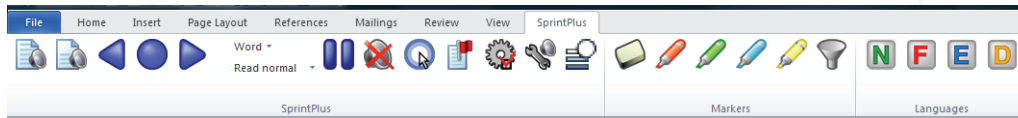
Click a button to select a language. For example F to switch to French. The word prediction, the homophones and the spelling checker will automatically switch to the selected language.



Click the **Skippy** icon to start the Word prediction.


5 - Sprint for beginners

5.1 How can SprintPlus read texts in Word?



- Open an existing document in Word. Or create a new document.
- Use the toolbar which you see above.
- You can find explanation on all buttons in the previous text.

5.2 How can I listen to difficult words in a text?

- Select Words in the list next to the blue arrow.
- Click the Click & read button .
- Click on a difficult word in the text. SprintPlus reads the word immediately.

5.3 How can I track SprintPlus's reading?

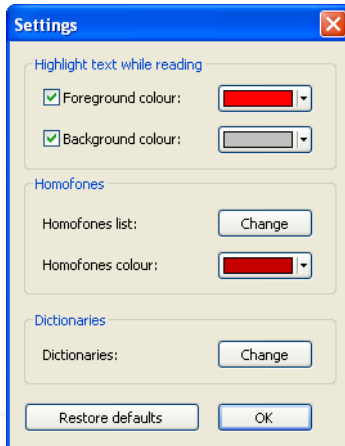
While reading, SprintPlus **colours the words you hear**. With a second colour, SprintPlus can mark the sentence or paragraph that is being read.

5.3.1 To activate Highlight text while reading in MS Word

- Click the following button:



You can see this window:



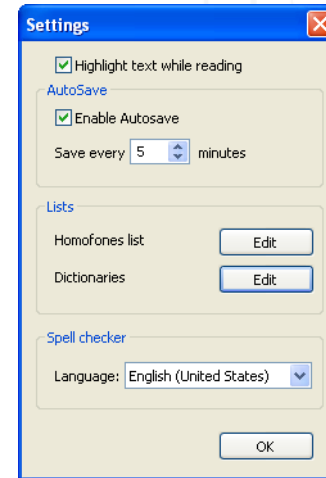
- Check the **Foreground colour** option. SprintPlus then colours the words while reading.
- Check the **Background colour** option. SprintPlus then colours the full sentence or paragraph while reading (only with the units paragraph or sentence)
- To change the color, click the arrow and choose a color of your preference

5.3.2 To activate Highlight text while reading in Sprintplus

Click the following button:



The window Settings appears on the screen:




- Mark Highlight text while reading. The standard colour is blue.

5.4 How to switch language?


5.4.1 With the language switches




Click the button that represents the language you want to read your text in. To

switch to another language click  and select the other language. The word prediction, homophones and the spelling checker will also be switched to the other language. (Only in SprintPlus. In SprintPDF you have to switch the language of the spell checker manually).

5.4.2 In the Voice settings


- Click 
 - Choose the language in the drop-down list.
 - Change the speed and volume if necessary.
 - Click **Test speech** to see if everything is set as wanted

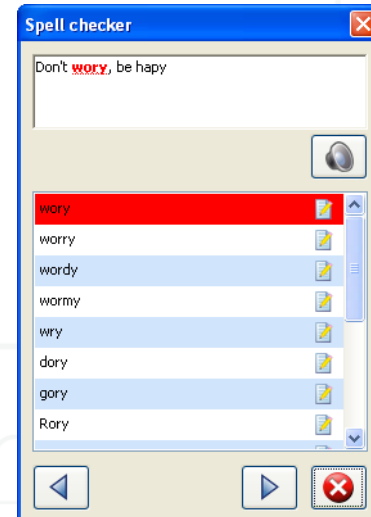
5.5 How can SprintPlus read as I type?

- Click  to open the Voice settings.
- Check **Speak while typing** and choose when SprintPlus should read :after each character, after every sentence...

- Check **Speak while typing in other applications** if you want the feedback in all applications.

5.6 How can I use the spell checker?

1. Type your text and click .
2. The words that have a wrong spelling are displayed one by one in the window **Spell checker**.



3. In the first field the sentence containing the words that are spelled wrong are displayed. To hear the sentence click the speaker. The spelling suggestions are displayed in the list underneath.

4. To hear the suggestions click once. To insert a suggestion in the text, click twice or click the page with the pencil icon.
5. To navigate through the mistakes use the arrows.
6. To close the Spell checker click the cross.
7. After all spelling mistakes have been corrected following message will be displayed:



5.7 How can SprintPlus pause between words or sentences?

If you want pauses between words, SprintPlus can read a text or wordlist word by word. SprintPlus can also read the whole text and automatically add word or sentence pauses.

5.7.1 Word by word/Sentence by sentence

- Select **Words/Sentence** in the drop-down list in the SprintPlus toolbar.

- Use the blue buttons



5.7.2 Whole text

- Click the **Voice settings** button.
- Under **Extra pauses while reading**, check **Extra pause after words** or **Extra pause after sentences**.

- Choose the length of the pause on the scale.
- Close the Voice settings.
- Open a document and click the Read complete text button.
- Under Extra pauses, choose **No extra pauses** to read normally again.

5.8 How can SprintPlus read e-mail, internet?

Use Sprinter to read internet or e-mail.

5.8.1 To start up Sprinter

- Right click the SprintPlus icon at the bottom of the screen (next to the clock) and choose **Sprinter** in the menu or
- Open the SprintPlus word processor. Choose **View > Sprinter** in the menu.



You can see the following button on the screen:

5.8.2 Listening to text

- Select the text you want SprintPlus to read.
- Then click the Sprinter button.
- The button changes into a square and SprintPlus reads the text.
- Click the square to stop speech.

5.8.3 To select text

- Move the mouse pointer to the beginning of the part of the text.
- Hold the left mouse button.
- Move the mouse pointer to the end of the text.
- Let go of the mouse button.
- To select a word, double click the word.

- To select a paragraph, quickly click three times in that paragraph.
- Choose **Select all** or press **Ctrl+A** to select the whole text.

5.8.4 How to move Sprinter?

- Click the sprinter button and hold the left mouse button.
- Now move the mouse to the desired position.

5.8.5 Sprinter settings

Right click Sprinter. A menu appears.



With this menu you can:

- choose the language of the reading voice.
- change Sprinter's size.
- close Sprinter.

5.9 How can SprintPlus read faster or slower?

- In the toolbar you can adjust the speed. Choose between **Read slowly**, **Default speed**, **Read fast** and **Read very fast**.
- You can also set the speed in the **Voice settings**.



The Sprinter button uses the same voice settings as in Word and SprintPlus.

5.10 How can I scan text and read that text?

To scan text, you need:

- a scanner.
- OCR software that converts the scanned page into text (like Omnipage).

When the document is converted into text, SprintPlus can read the text.

OCR stands for Optical Character Recognition, in other words text recognition software.

Scanning a document can be compared to making a picture of this document. This picture (or image) does not contain any text. The OCR software will recognize the text in the image and convert the scanned document into a document containing readable digital text.

5.11 How do I work with the SprintPlus word processor?

SprintPlus contains a simple, speaking word processor. It has the same features as the SprintPlus toolbar in Word.

Open SprintPlus by means of this button on the desktop.



In the SprintPlus word processor, you can:

- Use extra big buttons to make it easier to read your documents.
- Mark key words or key sentences with the markers. SprintPlus then summarizes the text. This makes studying easier.
- Save the whole text as a sound file (WAV or MP3). That means you don't always need a computer to listen to a document. You can even study while you are walking or cycling.
- Note that in this program you cannot open Word texts! (But you can also use the markers tools in a Word document.)



Only TXT files and RTF files can be opened in the SprintPlus Word processor.



A word document can be converted to a RTF or TXT file. Open the document in Word and select File > Save as... Select document type TXT or RTF .



You can also select your text in the Word document and copy and paste it into the SprintPlus word processor.



Making MP3 files is only possible in the SprintPlus word processor.

5.12 RTF and TXT documents


- A TXT file is a text file with just text and no document formatting information. They are the most basic type of files and they can be opened with any text editor or word processor.
- RTF stands for "Rich Text Format." RTF is a file format standardized by Microsoft for creating formatted text files. Unlike a basic text file, an RTF file can include information such as text style, size, and color. The nice thing about the RTF format is that it is a universal format, meaning it can be read by nearly all word processors.

6 - SprintPlus for advanced users

6.1 Adjusting the pronunciation of words

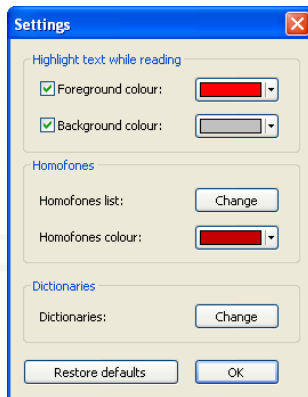
Some words will not be pronounced correctly. Proper names can easily create problems. By means of the pronunciation dictionary you can adjust the pronunciation of words.

You can also replace words. You can, for instance, replace 'DA' by 'Disctrict Attorney'.

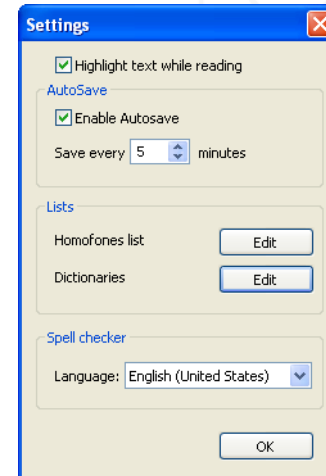
1. Click the Settings button  .

The Settings window appears.

If you're working with Word, this Settings window appears:



If you're working with the SprintPlus word processor, this Settings window appears:



2. Click **Edit** next to Dictionaries. The following window then appears:



3. Click **Add word** to add a new word to the list. Type the word in the right top corner. Below that, type the new pronunciation. Use the phonetic alphabet for this (see Appendix). Or try a different spelling for the word so that it is pronounced correctly:

Example: Stephanie

Fonetic: stEfAnI

Other spelling: stefani

4. If you want to adjust a word from the list, click the word and adjust the pronunciation. To delete a word from the list, click the word and then the Delete word button.
5. Click OK to confirm. If you do not confirm, the modifications will not be saved.



SprintPlus can read out abbreviations as full words.

Example: e.g. : for example, exc. : except, etc. : et cetera

6.2 How can I mark and summarize text?

In the SprintPlus toolbar you find a number of markers (red, yellow, blue and green). Use these to mark key words or key sentences in a document. Click the Marker button of the Reviewing toolbar.

1. Select the text or picture that you want to mark with the mouse pointer. If you want to mark a word, click this word twice. If you want to mark a paragraph, click the paragraph three times.
2. Select the next element that you want mark.
3. If you made a mistake use the rubber/eraser.
4. If you want to stop marking, click the Marker button once more or press ESC.
5. Click the funnel to get a summary of your markings. The summary will put all marked words and sentences in a new document.

In Word you can generate an automatic summary of a document: Click Auto summary in the Extra menu. Choose the type of summary and the percentage of the original document or the summary level.

6.3 Adding homophones

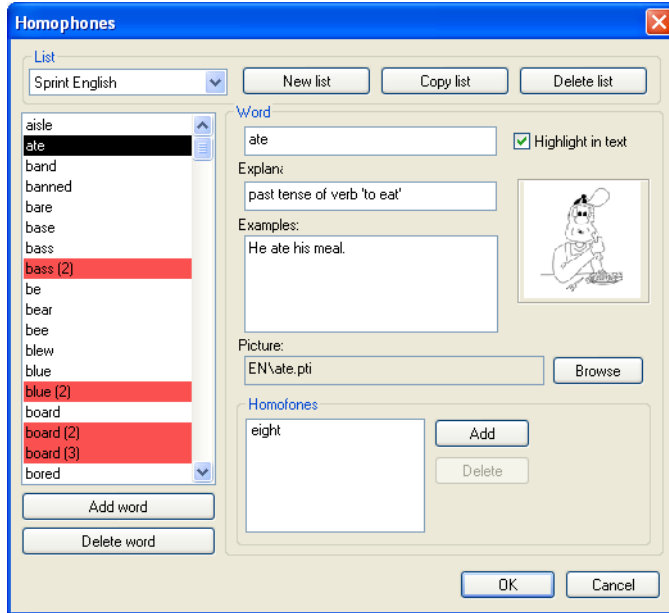
You can complete or adjust the list of homophones.

1. Click the Settings button



The Settings window appears.

- Click **Edit** next to Homophone Lists. The following window appears:



- Click on a word in the list. On the right-hand side you see:
 - the word
 - a short explanation
 - one or more sample sentences
 - the picture
- You can change the explanation and the sample sentences in this window. Click **Browse** if you want to use an other picture.

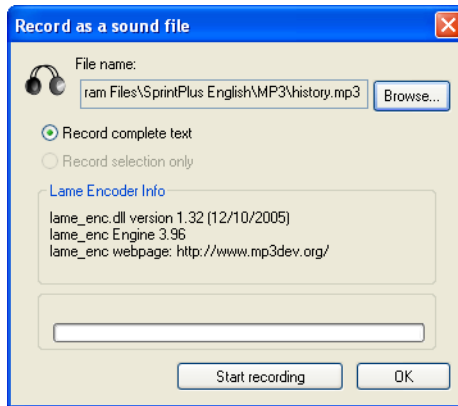
- If you uncheck **Highlight in text**, this word is no longer marked as a homophone in the text.
- In the Homophones window, you can connect the words through the Add button. If you add two or more homophones, you first will need to add them one by one before connecting them as homophones. The word 'four', for instance, is connected to the word 'for'. When you double-click the homophone 'four' in a text, this window pops up:



6.4 Saving text as sound file

In SprintPlus, you can save a text or part of a text as WAV or MP3 file. You can then play this sound file on any computer. Or listen to it with an MP3 player. You can only save a text as sound file in the SprintPlus word processor.

Open or type the document that you want to save as sound file. If you wish to save only a part of a text, then first select that part in your document. Select **Speech** in the menu bar and choose **Record Text** or **Ctrl + M**.



Give the sound file a name. Click OK. The recording of the sound file starts. The beginning and ending of the recording are marked by a distinctive sound.

The file will be stored under C:\Program Files or Program Files (x86)\SprintPlus English\MP3 or on the stick in the folder MP3.

For more information on how to make an MP3 file in SprintPDF see "Saving text from a PDF as sound file" on page 25.


7 - SprintPDF

7.1 What is SprintPDF?

SprintPDF reads out digital PDF documents like handbooks, (school) books, course books and other documents. If one of your schoolbooks is digitally available you don't need to scan it. SprintPDF gives you the possibility to fill in worksheets in exercise books and to have them print. SprintPDF helps out teachers, students, pupils and parents to gain in time. It is especially adapted to children, students and adults suffering from dyslexia.

7.2 How to read PDF documents in SpintPDF?

7.2.1 How to open a document?

- Click  to open a file or choose **File > Open** to open a document.
- Select the PDF document you want to read.
- Click **Open**

7.2.2 Short manual



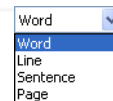
Read the **complete text**.

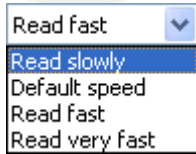


Read **rest of text** (from position of the cursor onwards).



Read **previous**, **current** or **next** depending on what you have selected (Word/Line/Sentence/Page). Select a reading unit in the drop-down list and navigate through the text from position of the cursor onwards.





Select the reading speed:

- Read slowly
- Default speed
- Read fast
- Read very fast



Stop speech.



Pause speech



Click & Read

Use Click & Read to read difficult parts of the text.

- Click the Click & Read button.
- Select a reading unit in the drop-down list.
- Click an item in the text.
- SprintPlus reads the preset unit: word, line, sentence,...
- Disable Click & Read by clicking this button again.



Voice settings

- Set the language.
- Adjust the volume.
- Define the voice speed more accurately.
- Insert pauses while reading;
- Activate Speech while typing.



Settings

In the settings you can:

- Select Highlight the text while reading if you want the text to be highlighted while reading.
- Enable Autosave if necessary.
- Adapt the Pronunciation dictionary

For more information on how to adapt the dictionaries see "Adjusting the pronunciation of words" on page 17.



Markers

To highlight important issues in the text. Click the funnel and SprintPDF will automatically make a summary of the text with the highlighted items. The summary will be saved as a RTF document.



Language switch

Click a button to select a language. For example F to switch to French. The word prediction will automatically switch to the selected language.



Click the pencil to draw in your PDF document. Disable the drawing function by clicking the pencil again. To delete what you have drawn, click the figure to select it and delete.



Click the letter to write in your PDF document. Disable the type function by clicking the letter again.



Click the **Skippy** icon to start the Word prediction.



Correction Tools

For more information see "How to edit a PDF document?" on page 26.

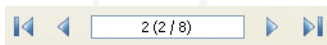


Language Fields

For more information about the language fields see "Language fields" on page 28.

7.3 How to browse a PDF document?

Use the browser on the menu bar



Next page



Previous page



Go to last page



Go to first page

Click the browser, enter the page you want to consult and press enter



7.3.1 How to zoom in/out?

With the zoom you can define the format of your text document.



Fit page



Page width



Zoom out



Zoom in

112 %

Click this window, fill in the page size you want and press Enter.

7.4 How to turn a page?

PDF documents can be turned 90° to the left or to the right. This tool is useful when a document is turned over when opening it. With this function allows you to set your document right.

- Select **Edit > Turn page clockwise** (to the right)
- Select **Edit > Turn page counterclockwise** (to the left)


7.5 How to fill in a PDF document?

The **typing** function in SprintPDF allows you to fill in the worksheets of your exercise book and to print your answers.



Depending on the security of the PDF document:

- The entire sheet will be printed.
- The questions will be printed faded and the answers plain.
- Only the answers will be printed.

7.5.1 Typing in a PDF document

1. Click .
2. Click the place you want to fill in.
3. Use Skippy (word prediction) if necessary.
4. To hear your answers use **Click & Read**.

7.5.2 Spelling checker in SprintPDF

1. First you need to set up the right language. Click  and select the right language next **Check spelling**.
2. The spellingchecker checks for spelling mistakes. To make the spelling checker inactive, click  and unmark **Check Spelling**.
3. If you want the spelling suggestions to be read out loud, go to **Speech > Read spelling suggestions** in the menu.
5. Wrong words will be underlined. Click right to see the spelling suggestions.

7.6 How can I mark and summarize text?



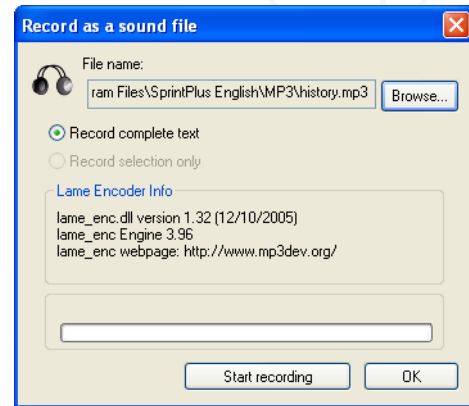
In the SprintPDF toolbar you find a number of markers (red, yellow, blue and green). Use these to mark key words or key sentences in a document. Click the Marker button of the Reviewing toolbar.

- Select the text or picture that you want to mark with the mouse pointer. If you want to mark a word, click this word twice. If you want to mark a paragraph, click the paragraph three times.
- Select the next element that you want mark.
- If you made a mistake use the rubber/eraser.
- If you want to stop marking, click the Marker button once more or press ESC.
- Click the funnel to get a summary of your markings. The summary will put all marked words and sentences in a new document.

7.7 Saving text from a PDF as sound file

In SprintPDF, you can save a text or part of a text as WAV or MP3 file. You can then play this sound file on any computer. Or listen to it with an MP3 player. You can only save a text as sound file in the SprintPlus word processor.

Open or type the document that you want to save as sound file. If you wish to save only a part of a text, then first select that part in your document. Select **Speech** in the menu bar and choose **Record Text** or **Ctrl + M**.



Give the sound file a name. Click OK. The recording of the sound file starts. The beginning and ending of the recording are marked by a distinctive sound.

The file will be stored under C:\Program Files or Program Files (x86)\SprintPlus English\MP3 or on the stick in the folder MP3.

For more information on how to make an MP3 file in SprintPlus see "Saving text as sound file" on page 20.

7.8 How to edit a PDF document?




Use the correction tools. With these 4 correction tools you can edit PDF documents to obtain optimal reading results.

7.8.1 How to avoid reading unnecessary information?

With the Ignore tool : SprintPDF does not read unnecessary information like page, numbers etc.

How to use the Ignore tool?

- Click the Ignore tool .
- While holding the left mouse button, move the orange field that appears over the part of the text you don't want to hear, when the part you want to ignore is selected release.




How to undo the Ignore tool?

- Click the Ignore tool
- Click the orange field. Black squares appear on the corners of the field.
- Delete

- To select several fields at once: Ctrl + left mouse click.

7.8.2 How to define the reading order?

With the Order tool you can select parts of text and mark them to define a reading order. If you want SprintPDF to read a document with a column setup select the first column and then the second one to avoid SprintPlus to read them as continuous text.

- Click the Order tool .
- While holding the left mouse button move the green field over the first part of the text you want to hear, when your selection is done release.
- Repeat this step to select other parts of text.
- The fields are automatically numbered (an order number appears on the left corner top of the selected fields).
- If you want to change the reading order of the selected text, go to the menu bar and select **Edit > Change order**. Click the green fields in the order you want them to be read.


- To have them read click  or  or .

<p>Who should read this User Manual?</p> <p>This User Manual is intended for therapists, teachers and parents who wish to use Mind Express to create a vocabulary. This vocabulary can be used for purely communicative purposes, but just as well for therapeutic and educational purposes.</p> <p>Also, disabled people can find useful tips in this User Manual that will allow them to expand their vocabulary independently.</p>	<p>Installing Mind Express and Bliss Editor</p> <p>To install Mind Express and Bliss Editor, you should insert the Mind Express cd-rom into the cd-rom drive. If the installation does not start automatically, click Start > Run and start the program Setup from the cd-rom. You are guided through the installation procedure by the Mind Express installation wizard. Follow the on-screen instructions to install both programs correctly.</p>
<p>How to use this User Manual</p> <p>This User Manual is mostly task-oriented. This means that the tasks you execute most frequently are described in detail. Apart from this, there is a Reference chapter that covers the remaining functionality of Mind Express. Finally, this User Manual also contains</p>	<p>System requirements</p> <p>In order to be able to use Mind Express efficiently, you should make sure that your system meets a number of minimum system requirements. The two versions of Mind Express (with or without RealSpeak) have different system requirements.</p>




Note once you have selected a part or parts of the text with the Order tool, SprintPDF will only read the selected items on this page. If you want SprintPDF to read other parts of the page you have to select this text first!

How to undo the Order tool?

- Click  and click the green field.
- Black squares appear on the corners of the field.
- Delete
- To select several fields at once: Ctrl + left mouse click.

7.8.3 How to read symbols, formulas, abbreviations etc.?

With the Correction tool SprintPDF is able to read symbols and maths formulas.

- Click the Correction tool .

- While holding the left mouse button move the blue field over the symbol or formula you want to hear, then release.
- When releasing the left mouse button the **Alternative text** window appears.
- Type the alternative text.
- Click Ok

How to undo the Correction tool?

- Click the Correction tool button.
- Black squares appear on the corners of the field.
- Delete
- To select several fields at once: Ctrl + left mouse click.

7.8.4 How to read titles and explanation of tables and figures.

With the Image tool you can read titles and explanation of tables and figures.

- Click the Image tool .

- While holding the left mouse button move the purple field over the symbol or formula you want to hear, then release.
- While holding the left mouse button move the purple field over the title and figure and then release.
- Click the table or frame with Click & Read and SprintPDF will read the title or explanation.

How to undo the Image tool?

- Click the Image tool button.
- Black squares appear on the corners of the field.
- Delete
- To select several fields at once: Ctrl + left mouse click.

7.8.5 How to join text to a frame or figure?

- With the Image tool you can also join text to a frame or figure.
- Click the Image tool button.
- Select with the purple field the figure.
- Right mouse click. The Alternative text window appears.
- Type the text in the correction window.
- Click Ok.

SprintPDF will read the modified text when you click the frame.

How to undo the Image tool?

- Click the Image tool button.
- Black squares appear on the corners of the field.
- Delete
- To select several fields at once: Ctrl + left mouse click.

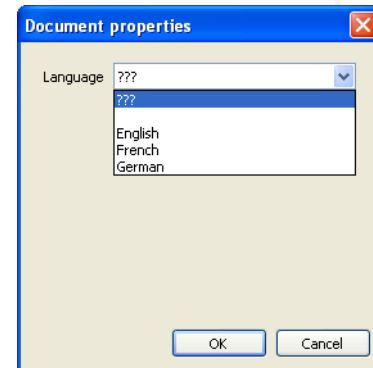
7.9 Language fields

With the language fields you can have a PDF document read in several languages without having to switch language.

It is recommended to set up a document language. This means every time you will open the document, the language settings will automatically switch to that language.

How to set up the document language?

- Go to File > Document properties.
- Select the language in the drop-down list.



- Click OK.
- The document language will be applied after saving the file.
- After that the document will automatically be read in the selected language.

How to define a language field?



- Click the language tool

- While holding the left mouse button move the language field over the text that needs to be read in a specific language, then release.
- SprintPDF will automatically switch to this language when reading the document.



How to undo the Language tool?

- Click the language tool.
- Black squares appear on the corners of the field.
- Delete
- To select several fields at once: Ctrl + left mouse click.

7.10 How can I see what has been edited on a document?

If you click any of the tools, every part of the text where the tools (ignore, order, correction, image) are active becomes visible in the document. The edited parts are indicated by coloured shaded areas or by a crossed field.

Click a field and press delete to undo a tool. If you want to delete several actions, then press Ctrl + left mouse click and select the fields you want to delete.



7.11 How to select several squares at once?

Keep the Ctrl button pressed select the square with the mouse while holding the left mouse button pressed. All the squares of the correction tool that is activated will be selected.

7.12 How to exit the edit mode in SprintPDF?

Just click the correction tool that is activated or use the Click & Read button. The corrections will no longer be visible.

7.13 Extra

7.13.1 How to apply a correction to the entire document?

A function can be applied to an entire document. For example; if you don't want to hear the page numbers on each page of a document you can apply the ignore tool for page numbers to the whole document.

- Click the tool of your choice: ignore tool, order tool, correction tool or image tool. While holding the left mouse button, move the coloured field over the text or figure.
- Click the coloured field.
- Black squares appear on the field. Go to the menu bar and select **Edit > Apply selection to...**
- You can choose whether you want to apply the selection to: All pages, All odd pages, All even pages, Range (to select pages).

7.14 How to save a file as a secure PDF document?

In SprintPDF a text is always secured. The copy, paste and cut actions can not be used. Moreover you can give your PDF document a higher security. You can choose to save your document as a **SprintPlus Secure PDF** (SSP-extension). In that case this document can only be opened with SprintPDF. In this format there is a print security.

How to secure a PDF document?

- Choose **Edit > Save as...**
- Choose between PDF or SprintPlus Secure PDF. Choose **SprintPlus Secure PDF**.
- Choose a name for your document.
- Select Save.
- Enter your **password**.
- A Security window appears.
- Choose a password. You will only need this password to adapt the print security there after, you won't need it to open the document.
- Confirm your password.
- Choose:

Don't print: only de added answers or text can be printed, not the document.

Print background: The PDF document will be printed shaded, to prevent copying it. The answers are printed plain. This way the teacher can read the answers of the student next to the shaded printed questions.

Print allowed: The entire PDF document will be printed.

- Select OK.



You can only read SprintPlus Secure Documents with SprintPDF.

How to change the secured settings of a SprintPlus Secure Document?

- Choose Edit > Security... in the menu bar.
- Insert your password.
- Adapt the print security.
- Click OK.

7.15 The menu bar

7.15.1 File

- Open
- Save
- Save as
- Print
- Printer settings
- Properties
- Exit

7.15.2 Edit

You can also find all the here hereinbefore correction tools in the menubar of SprintPDF.

Go to the menu bar and select **Edit**.

Choose one of following functions:

- Ignore
- Order
- Correct text
- Image
- Language
- Change order
- Select all boxes
- Apply selection to...

- Page numbers... (To change the numbering of the document)
- Turn page clockwise
- Turn page counterclockwise
- Type text
- Security...
- Settings...

7.15.3 View

You can also adapt the view of your page in the menu bar. Choose **View > Zoom**.

- Fit page
- Page width
- Zoom in
- Zoom out

Make the toolbars you want appear on the screen: go to **View > Toolbars**. The selected toolbars will be visible in the SprintPDF window. You also can choose not to display some toolbars.

If you would like to see the structure of your document go to **View > Bookmarks**.

7.15.4 Speech

- Voice settings...
- Read Menu's: to have the menus read out loud.
- Read spelling suggestions: to have the spelling suggestions read out loud.
- Pronunciation dictionary...
- Pause settings
- Stop speech
- Read date
- Read time

7.15.5 Help

- About SprintPDF

8 - SprintPlus and dyslexic children (tips for parents and professionals)

8.1 Remediation

The parent, speech therapist or teacher can use SprintPlus for remediation or exercise. A few tips.

Improving spelling

Tip 1

Dictate a sentence. The child types the sentence. Have SprintPlus read after every word or every sentence. The child then immediately hears a number of errors.

Tip 2

The child spontaneously types a text. Have SprintPlus read word per word or sentence per sentence.

Tips 3

Teach the child how to use the spelling checker. Teach it how to use SprintPlus for a reading control.

Tip 4

Teach the child how to use the 'homophones' function.

8.2 Facilitating reading

8.2.1 Beginning readers

Words

Tip 1: Analysis to synthesis

Have SprintPlus read the words sound by sound (analysis). The child pronounces the word. The computer reads again (synthesis).

Tip 2: Synthesis to analysis and back to synthesis

De computer reads the word. The child spells. The computer reads again.

Tip 3: Tracking SprintPlus's reading

Have SprintPlus read the text (that contains words with the difficulties you want to practise). Use the Highlights. That way, the child can easily follow the position in the text. The child tries to read the text as SprintPlus is reading.

Tip 4: Preparing difficult words

Mark the words you want to prepare. Have SprintPlus read the marked words. Discuss the difficulties.

Practise partly skills (depending on the problem word). Auditory synthesis, auditory analysis, knowledge of the letters, learning to recognize sound-character clusters ...

After practising, the pupil reads the marked words in the text. After every word, have SprintPlus read the word so that the pupil can check its pronunciation.

Tip 5: Integrating difficult words

Disable the marked words. The pupil now reads the text as the computer voice reads it.

Forcing the pace

Tip 6: Following with the eyes

First have SprintPlus read the text at normal speed and after that at higher speed. The child tries to follow in the text with the eyes.

Tip 7: Automation of texts

Have SprintPlus read the text. The child reads as the computer voice reads. Daily force up the speed. Exercise the same text for a whole week.

8.3 Compensating

8.3.1 Tips for parents, teachers and instructors.

Tip 1: Typing characters and hearing what you type

In the beginning, have SprintPlus read every character that the child types.

Tip 2: Pre-teaching reading

Have SprintPlus read texts that will be treated in the classroom in advance. That way, pupils will experience success.

Tip 3: Tests and exams

When reading is very laborious for a pupil, you can have SprintPlus read tests and exams. The child can use a head phone so that the other pupils are not disturbed.

8.3.2 Tips for youngsters and parents

Tip 1: Homework and lessons

Reading lessons

Concentrate on listening.

Structure the text. Mark key words and main ideas.

Tip 2: Typing and listening

Type the key words or short bits of text. Have SprintPlus read them. Typing can help to memorize.

9 - Tips for students and adults

9.1 Studying

Tip 1: Listening

Have SprintPlus read texts that you have to study.

Listen to the text several times. Use different speeds. Choose the speed that works best for you.

Ask your teacher or instructor to provide you with the course in Word.

If that is not possible, scan the texts or course books.

Tip 2: Marking and summarising

Mark titles with the same colour: chapter titles, paragraph titles.

Mark conclusions or definitions with another colour.

You can also colour the contents according to a system. For instance:

new concepts, names, dates = yellow = memory work

definitions of concepts, explanation of concepts, names and dates = green =

key explanation properties, characteristics, answers to how-question = red

examples = blue

Have SprintPlus summarise the text. You then get a text which contains only the marked bits.

Have SprintPlus read the text again. Study! Check!

9.2 Reading

Tip 1: Reading and font

Try different fonts and decide on the right one for you. (Arial, Comic, Times new roman ...) Increase the font size if necessary. This way you can read the text and follow. Have SprintPlus mark in colour what you are reading. Keep up the speed. This way, you train your reading skills.

Tip 2: Reading the newspaper

Subscribe to the digital version of a newspaper. Have SprintPlus read it.

Tip 3: Mails and internet

Have SprintPlus read mails and website texts. Have SprintPlus read at different speed and decide on the right one for you. You can choose the reading speed in the SprintPlus program or in Word or hold the right mouse button on the Sprinter icon and choose the speed. SprintPlus will use the same speed when reading mails or internet texts.

9.3 Writing

Tip 1: Avoiding errors

If you want to send a mail, first type your text in Word. Use the spelling checker. Then have SprintPlus read your text. You will hear the spelling errors. Use the

'Homophones' function as a control. Correct, copy and paste the text in your email.

Tip 2: Word prediction

This is especially useful if you frequently doubt the spelling of words and if you type slowly. Type some characters and SprintPlus predicts what you want to type. Click the right word. This way, you need less key strokes. Moreover, you know that the word is spelled correctly.

How?

Type a character. A list of (for instance) ten words appears.

These ten words start with that character.

The list contains words you are likely to type.

Example:

You want to type the word 'immediately' correctly.

After typing the 'i', the program will suggest words like 'in' and 'it'.

After typing the third character 'imm' the list suggests The word 'immediately'.

With one more keystroke (F1 or 1 to select the word, for more explanation see following chapter 'Skippy'), the complete word is on your screen, spelled correctly. Word prediction proceeds very quickly.

This means you only need four keystrokes to see the correct spelling of 'immediately' on the screen. Word prediction thus proceeds very quickly.

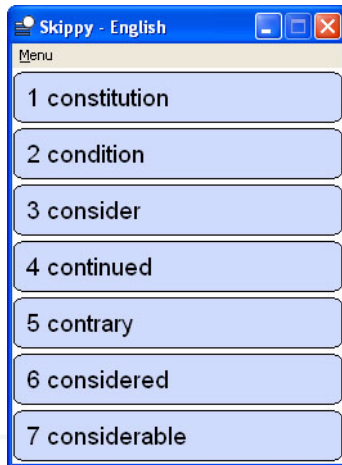
The program will remember the words which you frequently use and will predict those sooner. Of course you have to type the first characters correctly. If you start with an 'n' to write down the word knowledge, then the prediction tool won't help.

This option is less useful if reading is very laborious for you, since the selection of the correctly spelled word first requires reading of the prediction list.

10 - What is Skippy?

Skippy is a powerful word prediction program that helps you with typing. The program can predict the word you want to type. At each character you type, Skippy adjusts the prediction list. Skippy can be used with any word processor. With word prediction you can save a huge amount (up to fifty percent) of the normal keystrokes.

Example: When you type 'con', Skippy displays the following words. All of these words start with 'con': constitution, condition, consider, continued, contrary, considered, considerable.



As soon as you type an extra character, Skippy adjusts the wordlist. To write the word 'conversation', typing the characters c, o, n and v should suffice to make the complete word appear in the list.

Click the word in the list to insert it into the text automatically. You can also select the word by means of the keyboard (see chapter 2).

When a word is inserted, Skippy adds a space. When a complete word has been typed, Skippy predicts the following word (word pairs).

Skippy can learn your own vocabulary. Thus words which you frequently use will be predicted even faster. Skippy contains numerous options to adapt the prediction to the needs and wishes of the user.

11 - Selecting a prediction

There are three ways to select a word from the prediction list:

1. Click on the word you want to insert into the text from the prediction list.
2. Use the function keys F1 to F10 to select a word from the prediction list. Use F3 to select the third word from the prediction list. To be able to use the function keys for selection, click **Menu > Settings > Extra** and check the option **Use function keys to select predictions**.
3. Use the keys of the numeric keypad to select a word from the prediction list. Use numeric key 7 to select the seventh word from the prediction list. To be able to use the numeric keypad for selection, click **Menu > Settings > Extra** and check the option **Use numeric keypad to select predictions**.



If you select '**Use numeric keypad to select predictions**' typing numbers with the numeric keypad will not be possible.

Use the function keys F11 and F12 to scroll the prediction list. Use F 12 to display the next list of predictions, Use F11 to display the previous list.

The - and + of the numeric keypad can be used for the same purpose. For this, make sure that, under **Menu > Settings > Extra**, the option **Use numeric keypad to select predictions** is checked.

12 - Derivations and compositions

Skippy makes it easy to type derivations and compositions. Suppose you want to type the word 'greengrocer'. When the letters g and r are typed, the word 'greengrocer' is not in the prediction list yet, but the word 'green' is.



Insert the word 'green' into the text and press Backspace to delete the automatically added space. The prediction list now contains only words starting with 'green'. The word 'greengrocer' is one of them.



Select the word 'greengrocer'. Skippy now automatically replaces the word 'green' by 'greengrocer'. That way you type the word 'greengrocer' (and a space) with only 5 keystrokes:

- type 'g'
- type 'r'
- select 'green'
- use Backspace to remove the space
- select 'greengrocer'

In this example, no less than 7 keystrokes are saved.

The same procedures can be followed to type compositions such as 'safety-belt' or derivations such as 'foundations'.

13 - Wordlists

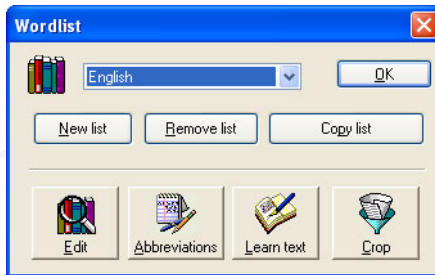
Skippy bases its predictions on an extensive wordlist. That wordlist contains information on words and word pairs. By modifying a word list, predictions can change. Skippy can learn your own vocabulary. You can have Skippy modify the word list as you are typing. Or Skippy can learn existing text files. You can also edit the word list manually and even create new word lists.

For most texts, the standard wordlist will do. If you frequently write texts on football, for instance, you would better use a wordlist that contains a lot of specific football expressions and idioms. The program can also combine, for example, the standard English wordlist with a 'football wordlist'.

In this chapter you will learn how to select, create and modify a word list.

13.1 Selecting a wordlist

To select a wordlist, click **Menu > Wordlist**.



Select a wordlist from all existing wordlists in the top window.

13.2 Creating a wordlist

To create a new word, click **Menu > Wordlist**. Click **New list** in the **List** dialogue box. Give the new wordlist a name. The new wordlist is still empty. To fill the list, you have Skippy:

- Learn words as you type
- Learn words by means of existing text files
- Add words to the wordlist manually

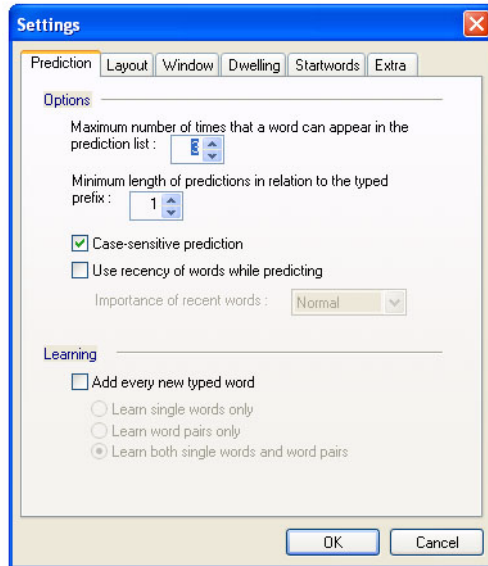
13.3 Modifying a wordlist

13.3.1 Modifying as you type

Skippy can learn new words and/or word pairs as you are typing. Skippy will then also adjust the frequency of words that are already in the list, depending on how many times a word is typed. This way words which you type frequently will appear in the prediction list a lot sooner.

To modify the wordlist as you type, choose **Menu > Settings**. In the **Learning** part of the **Prediction** tab, check the option **Add every new typed word**. Skippy can

- Learn single words only
- Learn word pairs only
- Learn both single words and word pairs



If you do not want the contents of an original wordlist to change, you should not check this option or you should copy the original word list and make changes in that copy only.

13.3.2 Modifying by means of text files

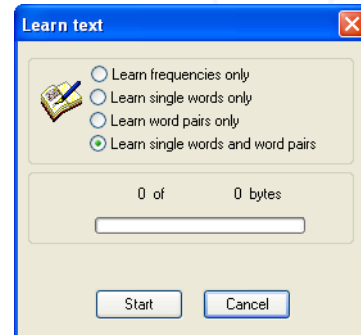
1. Click **Menu > Wordlist**. Select the list you want to modify. Click **Learn text**. Now select one or more text files you want Skippy to learn.

The words and/or word pairs from those text files are added to the wordlist. Make sure that the text files have been saved as normal Windows text files (ASCII format).

2. Click **Open** and choose one of the following options:

- Learn single words only
- Learn word pairs only
- Learn both single words and word pairs

3. Click **Start**. Skippy now starts building a wordlist based on the selected text files. Click OK if you actually want to include the words and/or word pairs in the wordlist.



13.3.3 Copying wordlists

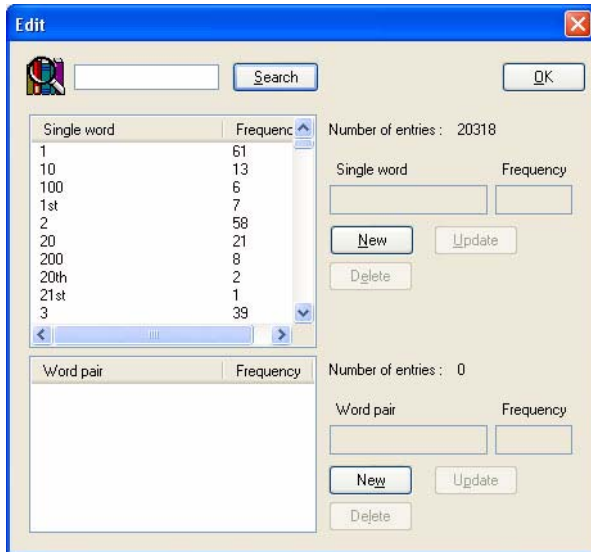
Copying wordlists allows you to create new wordlists without having to modify the original wordlists. Copy the standard English wordlist and give the copy a name. Skippy can then learn other words from text files (on the subject football, for example) and put those words into the new wordlist. That way, Skippy can rapidly predict football expressions, but also the regular English words and word pairs.

13.3.4 Modifying a wordlist manually

You can add words to the wordlist so that they will appear in the prediction list. You can delete or correct words (e.g. words that are spelled incorrectly) from a

wordlist. You can change the frequency of words so that they will appear sooner or later in the prediction list.

- Click **Menu > Wordlist > Edit**.



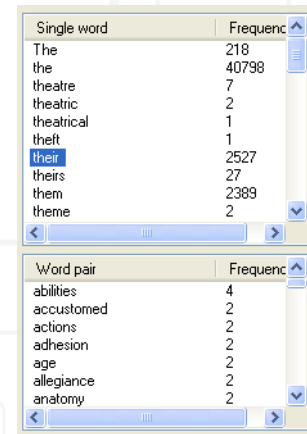
In this dialogue box, there are several editing possibilities:

13.3.5 Searching for a word

You can search for a word. Type e.g. 'the' and click Search. Skippy now jumps to the first word starting with 'the' in the list (in this case 'the' itself). This word is followed alphabetically by all other words starting with 'the'. Next to every word, its frequency is displayed.



Click the word 'their', for instance. Now, the words that frequently follow 'their' in a text, appear alphabetically in the word pair list.



13.3.6 Sorting items in the word list

The items in both lists are ordered alphabetically. They can also be ordered on the basis of their frequency by clicking **Frequency** on top of the list. To order them alphabetically again, click **Word** or **Word pair** again.

13.3.7 Adding new words

- Click **New** to add new words or word pairs to the wordlist. The spaces next to the list become blank. Fill out the word or word pair you want to add to the list.
- To add a word pair to the list, type both words and space them. Make sure that also the frequency of the word or word pair is filled out. When you link up a word (pair) with a high frequency, it will appear in the prediction list very soon.
- After filling out the blank spaces, click **Add** and the new word (pair) is added to the list.

13.3.8 Removing words from the list

To remove an item from one of the lists, first select the item. Then click **Delete** or press the Del key. Note that, when a word is deleted, all word pairs containing that word are deleted as well.

To adjust the frequency of a word (pair), first select the item. Then fill out the new frequency and click **Update**.



Note that words in a word pair need to have at least a frequency of 3 as a single word. When you want to add a new word pair to the list, but the words' frequencies are lower than 3, Skippy will ask whether those frequencies should be adjusted.

13.4 Adding abbreviations to a wordlist

Adding abbreviations to a wordlist can be useful to type e.g. names, to correct typing errors, to type a complete sentence very quickly, etc.

1. Click **Menu > Wordlist > Abbreviations** to add an abbreviation to a wordlist.
2. Click **New**. The two bottom windows become blank. In the first one (Abbreviations), fill out the new abbreviation (e.g. 'js'; 'dept'; 'ifgt'). In the second one (Expansion), fill out its expansion ('John Smith'; 'department'; 'I feel good today.'). Click **Add**.
3. The abbreviation is added to the wordlist. Every time the abbreviation is typed, Skippy will place its expansion (along with other predictions) in the prediction list.



Skippy can also automatically replace the abbreviations in a text by its expansion. Click **Settings > Extra** and check the option **Insert expansion automatically when abbreviation has been typed completely**.

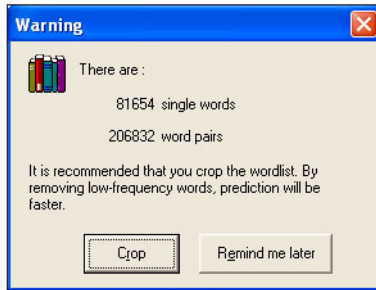


Adding abbreviations and their expansions to a wordlist can also be helpful to automatically correct frequent spelling errors. Add, for example, the abbreviation 'teh', with 'the' as its expansion. Whenever 'teh' is typed in a text, Skippy will correct this error and replace 'teh' by 'the'.

4. To delete abbreviations from a wordlist, first click the item and then **Delete**. To update abbreviations, first click the item, then change its expansion in the bottom window and click **Update**.

13.5 Cropping a wordlist

When a wordlist gets too full, prediction may slow down. In this case, Skippy indicates this at start up and mentions the number of words and word pairs in the wordlist. Skippy recommends cropping the list.



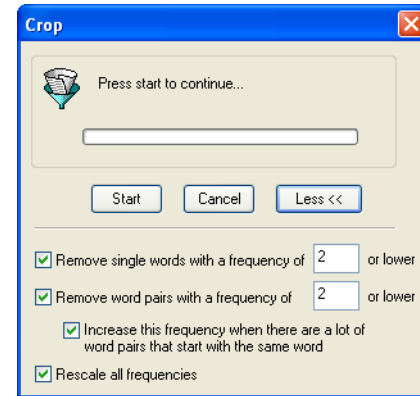
Click **Crop** to delete words with a very low frequency from the wordlist. Click **Remind me later** to just use the wordlist as before. Prediction will probably not work as fast as before.

1. Click **Menu > Wordlist > Crop**.

The **Crop** dialog box appears.

2. Click **More >>** in this dialog box and determine whether Skippy should

- Remove words with a frequency of ... or lower
- Remove word pairs with a frequency of ... or lower



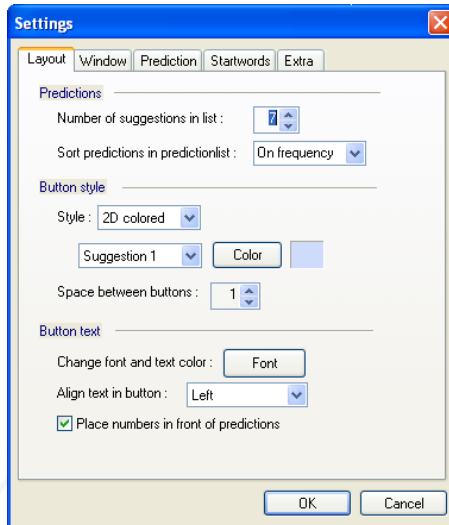
When you check the option **Rescale all frequencies**, Skippy will lower all frequencies. If you crop several times in a row, the wordlist will continue to shrink.

3. Click **Start** to start the cropping.

14 - Settings

Skippy contains a lot of settings that allow you to personalize prediction. Click **Menu > Settings** and choose one of the six tabs: Prediction, Layout, Window, Dwelling, Startwords or Extra.

14.1 Layout



14.1.1 Predictions

Choose how many predictions Skippy should put in the prediction list. The prediction list can contain as many as ten predictions.

Within the **Sort** option, you can select to display the predictions in alphabetical order, on length or on frequency.

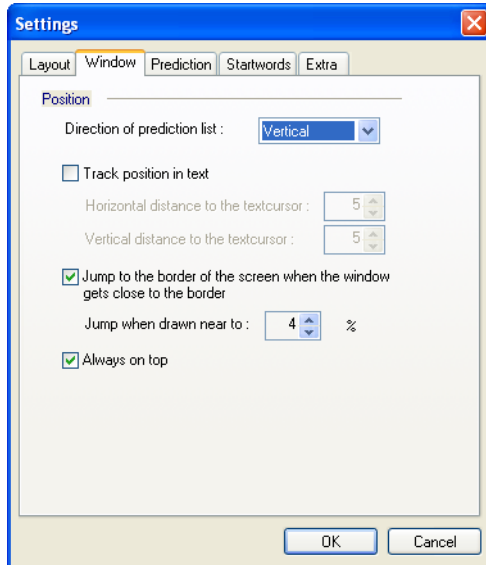
14.1.2 Button style

- You can change the style of the buttons in the prediction list from '**None**' to **Classic, 2D coloured, 3D coloured or Rounded**.
- Click **Colour** to change the colour of the buttons. With the Classic button style, you cannot choose a colour. When you select the colour for the first button, Skippy asks whether it should apply this colour for all buttons. Click No if you want to select a different colour for every button.
- The **Space between buttons** option allows you to adjust the space between the buttons in the prediction list.

14.1.3 Button text

- Click **Font** to change the font and the colour of the text on the buttons in the prediction list. Select the font, font style and font size in the dialog box. You can also change colour of the text.
- Skippy can align the text in the buttons with the left edge or the center of the buttons.
- You can also place numbers in front of the predictions.

14.2 Window



14.2.1 Direction of prediction list

Choose to organize the predictions in the list vertically or horizontally.



14.2.2 Track position in text

Check this option to have the prediction list follow the position of the cursor in the text. This option can speed up the view on the predictions and consequently also typing. You can set the horizontal and vertical distance value between the list and the cursor from 1 to 100.

14.2.3 Jump to the border of the screen

When this option is checked, the prediction list jumps to the border of the screen whenever the window gets close to it. This option prevents that part of the list becomes invisible. It also allows you to position the window more easily.

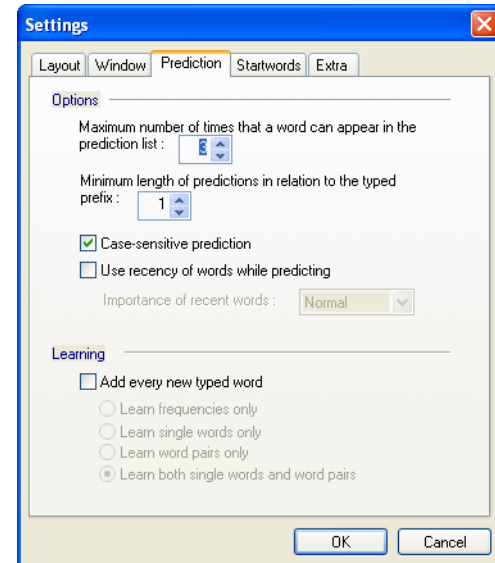
For this option, set a percentage from 0 to 15. When the distance between the border of the screen and the list becomes less than that percentage, the prediction list automatically jumps to the border of the screen.

You cannot check this option when the prediction list tracks the position of the cursor in the text.

14.2.4 Always on top

This option makes sure that the prediction list is never covered with other windows.

14.3 Prediction



14.3.1 Maximum repetition of prediction

Maximum number of times that a word can appear in the prediction list
When 3 is filled out here, and you successively type the characters 'f', 'o' and 'u', Skippy predicts the word 'found' after every keystroke. When you type 'n', Skippy no longer includes 'found' in the prediction list, but replaces it by another prediction.

14.3.2 Minimal length

Minimum length of predictions in relation to the typed prefix

When 1 is filled out here, and you type 'hi', Skippy predicts the word 'him' (among others). When 2 is filled out here, and you type 'hi', Skippy does not predict 'him' since this prediction is only 1 character longer than the typed prefix.

14.3.3 Case-sensitive prediction

With this option, Skippy distinguishes between small and capital letters.

14.3.4 Use recently and frequently used words while predicting

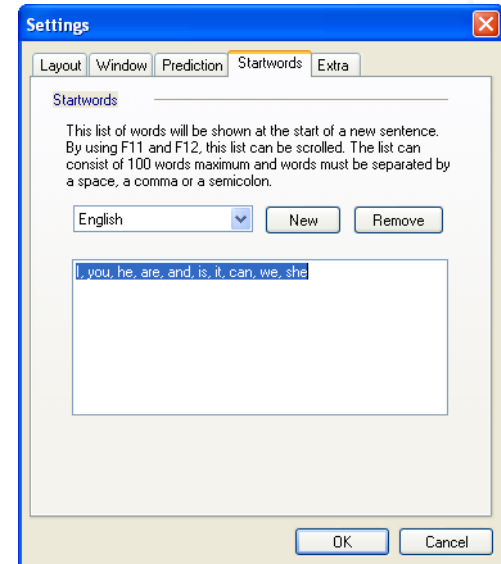
When a word (e.g. football) is frequently used in a text, the chance that this word will be used again is big. With this option, that word appears in the prediction list a lot sooner than others. You can set the importance of recent words at a normal, high or very high level.

14.3.5 Add every new typed word

With this option, Skippy adds every new typed word to the wordlist. Skippy can

- Learn words only
- Learn word pairs only
- Learn both words and word pairs

14.4 Startwords



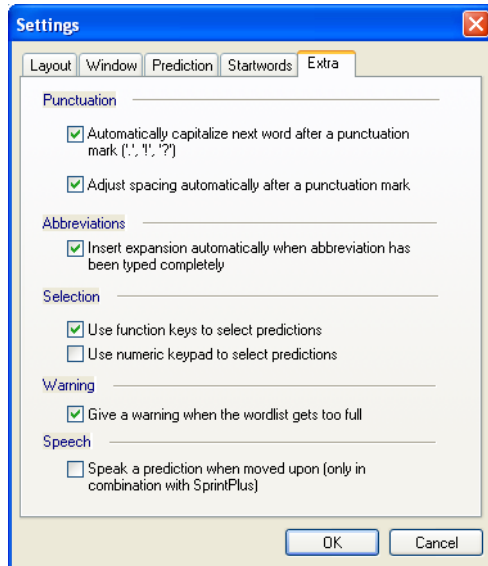
At the end of a sentence, Skippy cannot use word pairs because the next sentence can start with any word. In that case, Skippy uses startwords. These are words which are frequently used at the beginning of a sentence. They are not part of the selected main wordlist. Startwords form a separate wordlist. This list can contain at most 100 words.

You can create new startword lists: click **New** and give the new list a name.

You can remove an existing list by clicking **Remove** in the same tab.

To add words to a new or existing list, type those words in the window below the selected list. Separate the words with a space, comma, or semicolon.

14.5 Extra



14.5.1 Punctuation

- Automatically capitalize next word after a punctuation mark (', '!', '?')
- Adjust spacing automatically after a punctuation mark (Skippy then deletes the added space before the punctuation mark and adds a space after the punctuation mark)

14.5.2 Abbreviations

With this option, an expansion is inserted into a text automatically whenever its abbreviation has been typed (including the following space)

14.5.3 Selection

Choose the keyboard tools you want to use to select predictions. Checking these two options activates all selection tools:

- Use function keys to select predictions
- Use numeric keypad to select predictions

14.5.4 Warning

If this option is checked, Skippy warns you when the selected wordlist contains more than 80,000 words or more than 250,000 word pairs. When a wordlist gets too full, prediction may slow down. Skippy indicates this at startup and mentions the number of words and word pairs in the wordlist. Skippy recommends cropping the list.

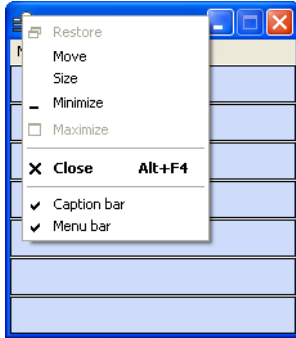
- Click **Crop** to delete words with a very low frequency from the wordlist.
- Click **Remind me later** to just use the wordlist as before.

14.5.5 Speech

The speech option in the Extra tab can only be useful when you work with SprintPlus or the Word toolbar. SprintPlus then reads a prediction when you point at it.

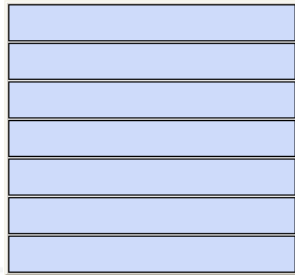
15 - System menu options

Click the icon in the caption bar to display the system menu:



In the system menu, you can also switch off the menu bar. When you switch off the caption bar, the menu bar disappears too.

Here you can switch off the caption bar:



To reposition the Skippy window in this case, click **'Skippy'** in the taskbar and use the arrow keys. To close Skippy, right click the Skippy window in the taskbar and choose **Close**.

The caption bar reappears when you right click Skippy's window border.

Chapter 16 - The Sprint Scan and OCR function (optional)

If the document you want to be read aloud is not available in digital format, you will need to convert it into a digitally readable format using OCR. OCR stands for Optical Character Recognition.

If you only have a paper version of the document, you will have to scan it first. This gives you a "digital image" of the document. It still cannot be read aloud. To do this you must convert the "digital image" into a digitally readable format using optical character recognition (OCR).

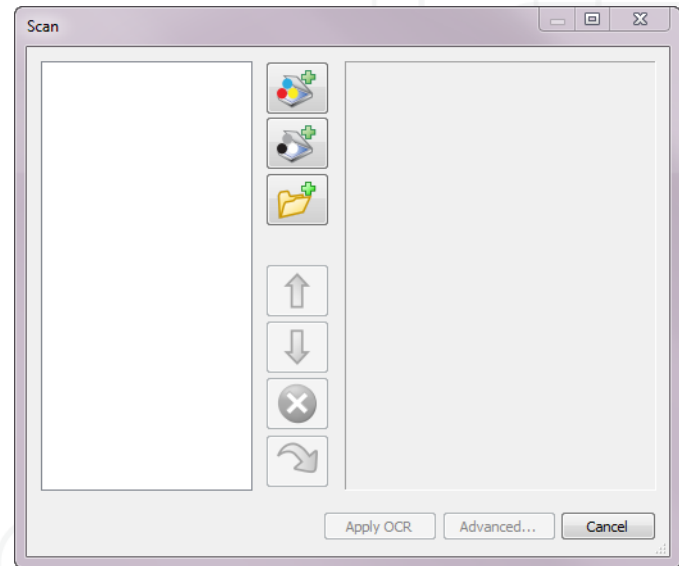
Both scanning and character recognition can be carried out directly from within SprintPDF if you have the necessary Sprint scan&OCR module. This module is not provided as standard, but can be added to Sprint as an option. The technology used for character recognition is based on FineReader OCR technology.

16.1 Scanning documents


If you only have the paper version of a document or book, you will have to scan it first. Various kinds of scanners can be used for this purpose. However, to do this directly from Sprint you need a TWAIN-compatible scanner. Make sure the scanner is connected, plugged into the power supply and switched on.

To scan a document:

1. On the SprintPDF menu, select **File > Scan**. The following window appears on your screen:



2. Place a page of the document in the scanner and click  to start a

black and white scanning or  to start a color scanning. Depending on the type of scanner, this may take a while. Repeat this for subsequent

pages. Once you have finished scanning, character recognition can be carried out.

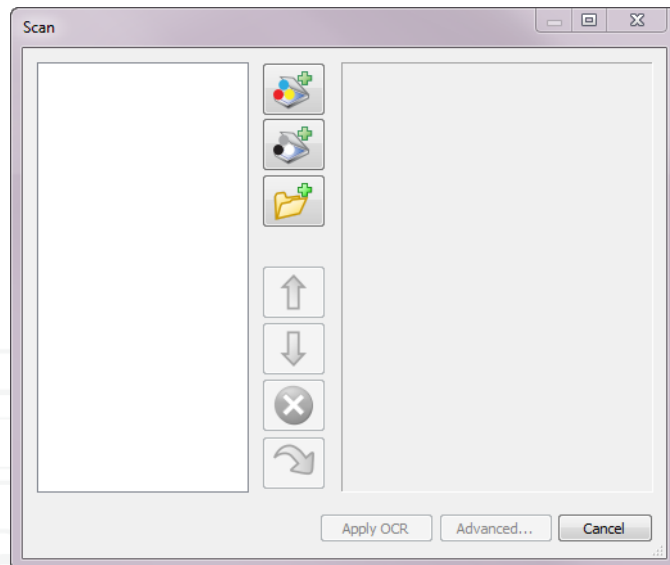
16.2 Character recognition


16.2.1 Automatic



Once the document has been scanned, or if the document is available as an image file (bitmap, image PDF, etc.), you can convert the document into a readable document using the built-in OCR function.

To perform character recognition:





1. On the SprintPDF menu, select **File > Scan**.




2. Click on  to retrieve the image file from your computer's hard drive or from another location (network drive) or another data medium, such as a USB stick, CD-ROM, external hard drive, etc.

 You can add multiple files by clicking on  each time. You can also add more pages via a connected scanner.

Other functions:

	To move the page one place up. Click on the page you want to move, then click on the button to move it.
	To move the page one place down. Click on the page you want to move, then click on the button to move it.
	To delete a page. Click on the page you want to delete, then click on the button to delete it.
	To rotate a page 90° clockwise. Click on the page you want to rotate, then click on the button to rotate it.

3. Click on  to perform character recognition automatically on the selected or scanned document. You are immediately asked for a name to give the new document on which character recognition is to be performed and where it should be saved.

- Then click on **Save**.

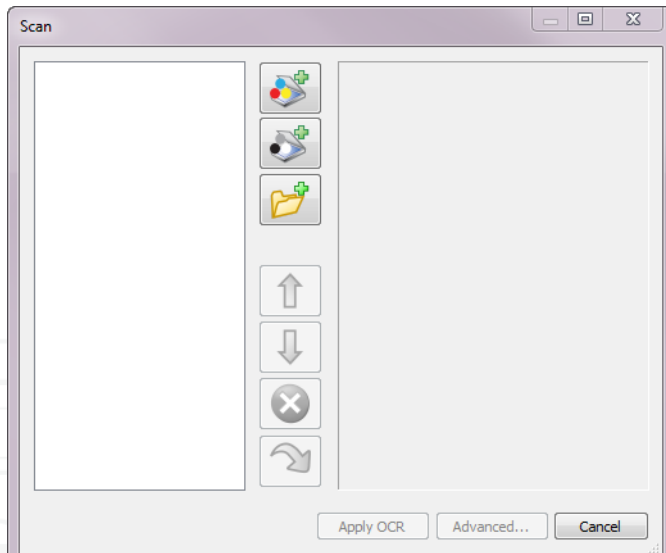
The OCR process will now begin. Depending on the size of the document, this process may take a while. As soon as the OCR process has finished, the readable file is opened in SprintPDF and can be read aloud.


16.2.2 Advanced OCR functions



Use the advanced functions if you would like to have more control over the OCR process.

To use the advanced OCR functions:





- On the SprintPDF menu, select **File > Scan**:

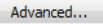


- Click on  to retrieve the image file from your computer's hard drive or from another location (network drive) or another data medium, such as a USB stick, CD-ROM, external hard drive, etc.

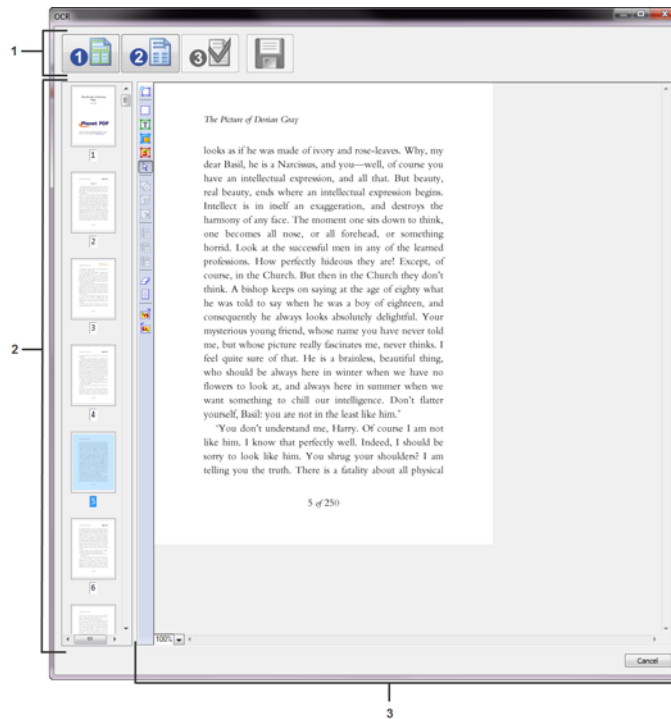
 You can add multiple files by clicking on  each time. You can also add more pages via the scanner.

Other functions:

	To move the page one place up. Click on the page you want to move, then click on the button to move it.
	To move the page one place down. Click on the page you want to move, then click on the button to move it.
	To delete a page. Click on the page you want to delete, then click on the button to delete it.
	To rotate a page 90% clockwise. Click on the page you want to rotate, then click on the button to rotate it.

- Then click on  to carry out character recognition on the selected or scanned document using advanced functions.

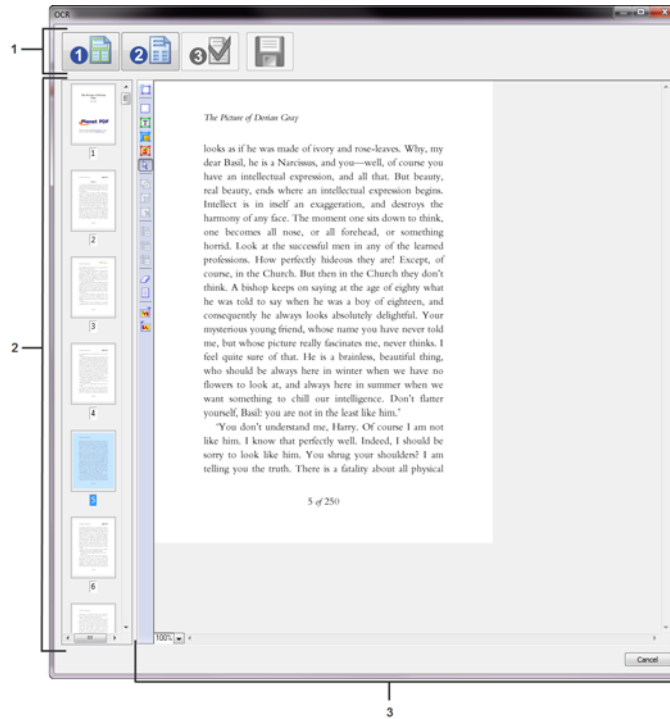
The following window appears on your screen:



1. Analyze, Recognize, Spellcheck and Save
2. Thumbnails
3. Processing area

The next section explains how to use the OCR window.

16.3 OCR window



1. Analyze, Recognize, Spellcheck and Save
2. Thumbnails
3. Processing area

This OCR window is divided into three areas:

1. There is a horizontal bar containing the various functions: **Analyze**, **Recognize**, **Proofreading** and **Save**.
2. Below on the left hand side is a vertical zone in which the different pages of the document are displayed as **thumbnails**.
3. The area next to it contains a larger zone in which one of the selected pages is displayed in enlarged form. This area is called the **processing area**.

16.3.1 Analyze, Recognize, Proofreading and Save:

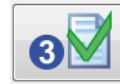


Use the Analyze button to start the automatic structural analysis of the document: on all pages of the document, text blocks, figures and tables are detected and indicated by a colored frame. Text blocks are bordered in green, figures in red and tables in blue.



Use the Recognize button to start character recognition. All pages are recognized one after the other. On the right hand side, in the second half of the processing area, you can see the result of the recognition process. Any recognition errors can be corrected here immediately.

Double-click on another page in the list of thumbnails to view the recognition result for that page and make any necessary corrections.



Click on this proofreading button to start the proofreading for a selected page of the document. The proofreading presents possible recognition errors for checking. If the proofreading does not recognize a certain word, it will ask you to check and if necessary correct it. This step is not obligatory.




After recognition and any proofreading, you can use this Save button to save the document as a readable PDF. This document also contains the necessary information relating to text boxes and the read sequence. You can also use the editing tools in SprintPDF to make any necessary changes.










Once the document has been saved it is automatically opened in SprintPDF.







16.3.2 The processing area

On the left hand side of the processing area is a column with tools which you can use to carry out the structural analysis yourself or edit the result of the automatic structural analysis.



	<p>Analyze the structure of the document page that you have selected (and which is therefore visible in the processing area). To select a page of the document, double-click on the corresponding thumbnail.</p>
--	--

	<p>Draw the recognition area. Starting at a certain position, hold down the left mouse button and draw a frame from that point. Release the left mouse button once the frame is drawn.</p>
	<p>Define a text block. Starting at a certain position, hold down the left mouse button and draw a green frame around a text block. Release the left mouse button once the frame is drawn.</p>
	<p>Define a table block. Starting at a certain position, hold down the left mouse button and draw a blue frame around a table. Release the left mouse button once the frame is drawn.</p>
	<p>Define an image block. Starting at a certain position, hold down the left mouse button and draw a red frame around a photo or figure. Release the left mouse button once the frame is drawn.</p>
	<p>Select a certain object: a text, table or figure block.</p>
	<p>This tool allows you to draw overlapping frames. First choose the block type from one of the above tools: text, table or image. Then select this tool to draw an overlapping frame.</p>
	<p>Use this tool to remove part of an existing frame. First choose the block type from one of the above tools: text, table or image. Then select this tool to remove part of an existing frame.</p>
	<p>Delete a frame. Click in the frame that you want to delete.</p>
	<p>Add a vertical dividing line in a table block. Click in the table at the position where you want the dividing line to appear.</p>

	Add a horizontal dividing line in a table block. Click in the table at the position where you want the dividing line to appear.
	Delete a dividing line from a table block. Click in the table on the dividing line you want to delete.
	Delete a piece of information from the selected page. Starting at a certain position, hold down the left mouse button and draw a frame from that point. Release the left mouse button once the frame is drawn. All information in this frame will be deleted.
	Click on this tool to try and turn lines of text in italic into normal text.
	Rotate the selected page 90° clockwise.
	Rotate the selected page 90° counterclockwise.



You can undo certain actions by pressing Ctrl+Z.



Position the cursor in a block, then right-click to edit or delete the block type.



Use the Recognize button to start character recognition. All pages are recognized one after the other. On the right hand side, in the second half of the processing area, you can see the result of the recognition process. Any recognition errors can be corrected here immediately.

Double-click on another page in the list of thumbnails to view the recognition result for that page and make any necessary corrections.



Click on this Proofreading button to start the proofreading for a selected page of the document. The proofreading presents possible recognition errors for checking. If the proofreading does not recognize a certain word, it will ask you to check and if necessary correct it. This step is not obligatory.

In the top part of the Validation window, the proofreading shows what the OCR software "sees". Below it you can see the result of the recognition process. In this case, the OCR software is not "sure" about the letter "u" in the word "aloud".

If you do not find anything wrong, select:

- **Ignore:** the word has been recognized correctly, skip on this occasion.
- **Ignore all:** the word has been recognized correctly, and if it occurs again in this document it should be accepted in the same way.
- **Add:** add this word to the dictionary so that it is recognized in future documents.

If the recognized text does contain an error, you can immediately correct and confirm it in this window, or you can 'Replace' it with one of the suggested words. Use 'Replace all' to immediately replace this error with the chosen suggestion throughout the document.

Use 'Undo' to go back through the steps you have performed.

Double-click on another page in the list of thumbnails and then on the Proofreading button to check the selected page.



After recognition and any proofreading, you can use this Save button to save the document as a readable PDF. This document also contains the necessary information relating to text boxes and the read sequence. You can also use the editing tools in SprintPDF to make any necessary changes.

Once the document has been saved it is automatically opened in SprintPDF.

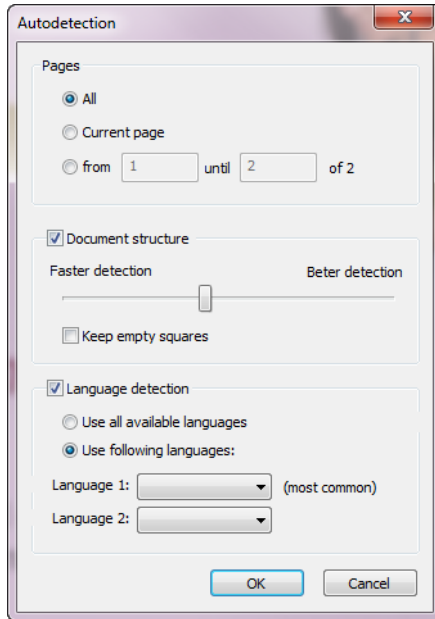
16.4 Automatic structure recognition

If you have a readable PDF document, SprintPDF can recognize the structure automatically without first having to perform character recognition, as the text is already available. This auto-detect function searches the document for the different text blocks and also specifies a read sequence. The auto-detect function is also able to assign language fields. For instance, columns are automatically recognized and the sequence of the document and language of the text are automatically detected.

To have the system automatically recognize the document structure:

1. On the SprintPDF menu, select **Edit > Auto-detection**.

The following window appears on your screen:



2. Here you specify whether you want auto-detection to apply to all pages, the current page or a particular range of pages.
3. Checkmark **Document structure** if you want the text blocks and read sequence to be detected. Use the slider to indicate whether you want quicker or better detection. It is advisable to choose better detection for documents that contain many details and/or that use a small font.
4. The detection function may, for one reason or another, find an "empty" text area. If you would like to keep these empty text areas, checkmark the "Keep empty areas" option.

5. Checkmark **Language recognition** if you would like language blocks to be detected automatically. Do not activate this option if the document only contains one language. If the document contains two different languages, you can specify what these languages are. This increases the accuracy of the language recognition.

Once auto-detection has been carried out, you can use the SprintPDF tools to edit the text fields and language fields. Save the document after every auto-detection or change.

Appendix: Phonetic alphabet

UK English

- Vowels and diphthongs

Symbol	Transcription	As in:
i	'bit	beat
l	'blt	bit
E	'bEd	bed
@	'm@p	map
A	'kA	car
A+	'pA+t	pot
^	'b^t	but
0	'b0t	bought
U	'bUk	book
u	'but	boot
\$	\$. 'ba&Ut	about
E0	'tE0n	turn
e&l	'be<	bait
0&l	'b0&l	boy
a&l	'ba&l	buy
a&U	'da&Un	down
o&U	'So&U	show

Symbol	Transcription	As in:
l&\$	'hl&\$	here
E&\$	'DE&\$	there
U&\$	'pU&\$	poor

- Consonants

Symbol	Transcription	As in:
j	'ju	you
w	'wlt	wit
R+	'R+a&ld	ride
l	'lEt	let
p	'p@n	pan
t	't@n	tan
k	'k@n	can
b	'b0&l	boy
d	'de&l	day
g	'gA+t	got
? (glottal stop)	?it	eat
f	'fa&ln	fine
T	'Tln	thin
s	'sln	sin

Symbol	Transcription	As in:
S	'Sa&ln	shine
v	'va&ln	vine
D	'D@t	that
z	'zo&Un	zone
Z	'vl.Z\$n	vision
h	'hEd	head
t&S	't&SE0+t&S	church
d&Z	'd&Z^nK.g\$l	jungle
m	'ma&l	my
n	'no&U	no
nK	'sA+nK	song

US English

- Vowels and diphthongs (US English)

Symbol	Transcription	As in:
i	'fil	feel
l	'fill	fill
E	'fEl	fell
@	'k@t	cat
A	'gAt	got
^	'k^t	cut

Symbol	Transcription	As in:
O	'fOl	fall
U	'fUl	full
u	'ful	fool
\$	\$. 'la&U	allow
E0	'kE0R+t	curt
0	'd0r	door
e&l	'fe&ll	fail
O&l	'fO&ll	foil
a&l	'fa&ll	file
a&U	'fa&Ul	foul
o&U	'go&Ul	goal

- Consonants (US English)

Symbol	Transcription	As in:
j	'jEs	yes
w	'wa&l	why
R+	'R+lp	rip
l	'llp	lip
p	'plt	pit
t	'tAp	top
k	'k@t	cat

Symbol	Transcription	As in:
b	'bit	bit
d	'dlg	dig
g	'gAt	got
? (glottal stop)	'?it	eat
f	'f@t	fat
T	'Tin	thin
s	'sil	seal
S	'Sip	ship
v	'v@t	vat
D	'Den	then
z	'zil	zeal
Z	'li.Z\$R+	leisure
h	'h@t	hat
t&S	'k@t&S	catch
d&Z	'd&ZE0R+.ni	journey
m	'm@n	man
n	'n^t	nut
nK	'R+lnK	ring

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