Zoom-Twix/ Zoom-Office

Training Guide and User Manual
OS Windows XP, Windows 7

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What are Zoom-Twix and Zoom-Office?

Zoom-Twix is a computer-connected portable electronic scanner/reader and magnifier that helps those with low vision to view, read and magnify small print and view distant objects.

The device has two cameras: Zoom-Ex and Zoom-Frog.

Using its first camera, Zoom-Ex, Zoom-Twix reads aloud books, magazines, newspapers, documents, prescription labels and other print in a variety of naturally-sounding voices and languages. Its second camera, Zoom-Frog, is a flexible CCTV that enables a user to view distant objects, pictures and hand writing on a laptop screen, monitor or home TV.

Zoom-Office is a software program necessary to operate both Zoom-Ex and Zoom-Frog cameras. It is fully customizable to accommodate individual preferences. Default settings can be changed by going to **Applications** and down to **Settings**.

Setting Up Zoom-Twix

2.1 Remove the device from the box and unfold the two legs. Pivot the two pins at the base of the vertical camera stand outward over each leg. This locks the legs in position (Picture 1).

2.2 Find two small electronic parts in the box. They both have round metal pins about one inch long. The larger rectangular one is the Frog camera. The smaller part is the Frog's mounting platform that has a pin on the bottom and a hole on one side. Plug the mounting platform into the rectangular box located half way up the Zoom-Twix's stand. The hole on the side of the Frog mounting platform should now be pointed toward you (Picture 2).

Locks
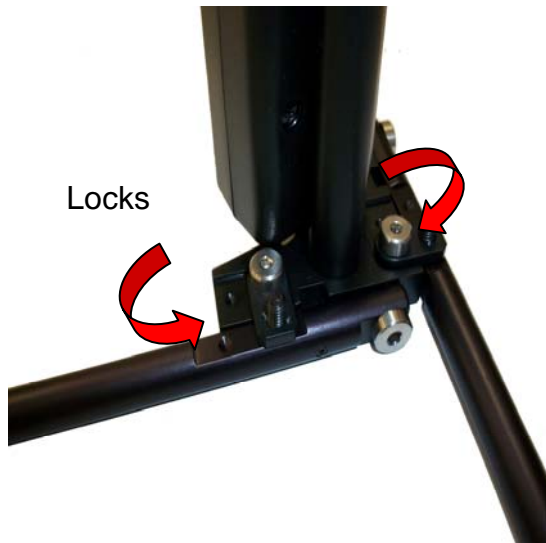
Mounting Platform

Picture 1   Picture 2

2.3 Insert the Frog camera into the Frog's mounting platform (Picture 3).

Frog Camera
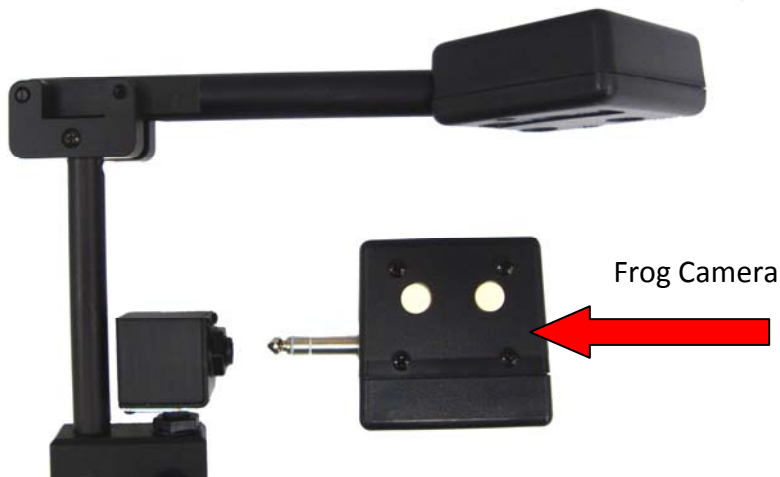
Picture 3

2.4 Find the 8-inch long round cable in the box. It is located in the section with the two plastic bags, which contains the USB cables and a CD. There is a right angle pin on both ends of the cable. Plug one end into the hole on the side of the camera mount on the vertical stand. Plug the other end into the hole on the rough bottom side of the Frog camera (Picture 4).

Picture 4

2.5 Take the two USB cables out of the plastic bags and plug the small end of each into the USB plugs located at the bottom of Zoom-Twix's vertical stand (Picture 5).

Picture 5

2.6 Now, this next part is very important. Place the software installation CD into your computer and follow the installation instructions. Do not plug the two USB cables into your PC until the installation tells you to do so.

2.7 When instructed by the setup CD, plug the two USB cables directly into two separate USB2 ports on your computer or laptop. Always plug the two USB cables directly to your PC thru individual USB2 ports. Do not use bus-powered USB hub.

Now that you have set up Zoom-Twix, plug it into a USB port on your computer and locate the Zoom-Office application. To locate the Zoom-Office application, press the **Windows** key plus the **D** key to open the desktop. Once on the desktop, press the **Z** key to locate Zoom-Office. When you locate the application, open it. Once Zoom-Office opens up, it will announce "Camera Started." This indicates that the camera is ready to start scanning.

Zoom-Twix should be in the standing position. It has two horizontal legs: the longer leg is 11 ½ inches while the shorter leg is 9 inches long. These two legs create a corner guide to assist a user in properly aligning documents to be scanned.

Three modes of operation are available: Scanning, CCTV Local (Local Live Magnification) and CCTV Distant (Live viewing of distant objects).

Scanning Mode: When Zoom-Office starts up, the Zoom-Twix camera is turned on and is ready to scan. It takes a snap shot of the document placed under the camera, creates an image of the page and displays it on the screen. Zoom-Twix is then ready to read the text aloud.

CCTV Local Mode (Close view - Live Magnification Mode): Zoom-Ex displays what is currently placed under its camera on the computer screen. In this mode you can fill out forms or look at small objects or pictures under the camera. You can toggle between Scanning and Magnification mode by pressing the **Y** key on a computer keyboard.

CCTV Distant Mode: The Frog camera is turned on when the F7 key is pressed on a computer keyboard. Distant objects such as a math problem on a black board, can be viewed on a computer screen. Toggle between the Zoom-Ex and Frog camera by pressing F7.

Quick Start

How to Place a Document Under the Camera

Place a document under the Zoom-Ex camera , press the space bar to hear: "Camera started"

1. To scan and hear printed material read aloud, press **E** on the keyboard, and wait until you hear a shutter sound. Reading starts immediately.
2. Press **X** to pause and resume reading.
3. To preview the document press **V** or **F5**. Press **+** or **-** to Zoom In or Zoom Out.
4. To view the document in the **Formatted Text Mode**, Press the **F** key or **F2**.

Press **"+"** to increase the font size. Press **"-"** to decrease the font size.

5. Press E to have the text read to you from the beginning of the document. Follow along as the text is read aloud and displayed on the screen.
6. To start using the Zoom-Frog camera press **F7**, you will hear "Zoom-Frog Camera." Press **F7** again to get back to the Zoom-Ex camera. You will hear "Zoom-Ex Camera." You can only use one camera at a time.
7. When zooming in on distant objects such as the blackboard, the macro lens is not needed. The macro lens is the 1st lens in front of the Zoom-Frog camera that can be adjusted down or up. Use the macro lens when viewing close objects.

Keyboard Keys to Navigate Reading

1. Place printed material under the camera.
2. Press the **Space Bar** to turn the camera on. You will hear "Camera Started"
3. Press the **E** key on a computer keyboard to start reading from the beginning of the page. You can also start reading by going to the Menu's **Voice** Tab and choosing **Speak Entire Page.**
4. Press the **X** key to stop or resume reading.
5. Press the function **F2** or **F** key on your keyboard to view the formatted text and read on the screen what is being read aloud.
6. Press **Shift + E** to hear the page layout description.
   a. Number of words on the page
   b. Number of sections on the page
   c. Percentage of text on the page
   d. Number of columns and headers on the page
7. Press **Control + Right Arrow** to move to the next word.
8. Press **Control + Left Arrow** to move to the previous word.
9. Press **Down Arrow** to move to the next sentence.
10. Press **Up Arrow** to move to the previous sentence.
11. Press **Control + Down Arrow** to move to the next section
12. Press **Control + Up Arrow** to move to the previous section.
13. Press **Right Arrow** to move to the next character
14. Press **Left Arrow** to move to the previous character

To start reading at an exact point, place your cursor on a word and press the mouse wheel. Zoom-Ex will start reading at the word your cursor is on. To stop the document being read, press the **Control** key.

Viewing and Reading Magnified Graphics

Text, which is currently read, does not have to be seen on the screen. You can move the image on the screen to view a picture, graph, etc. and listen to the voice reading the description of the page at the same time. If there is only one picture on the page, move the picture to the center of the screen, magnify the picture (see **CCTV Mode**) and click the **E** key.

Changing the Settings

You can change the voice parameters by going to **Application, Settings** then **Voice Tab**:
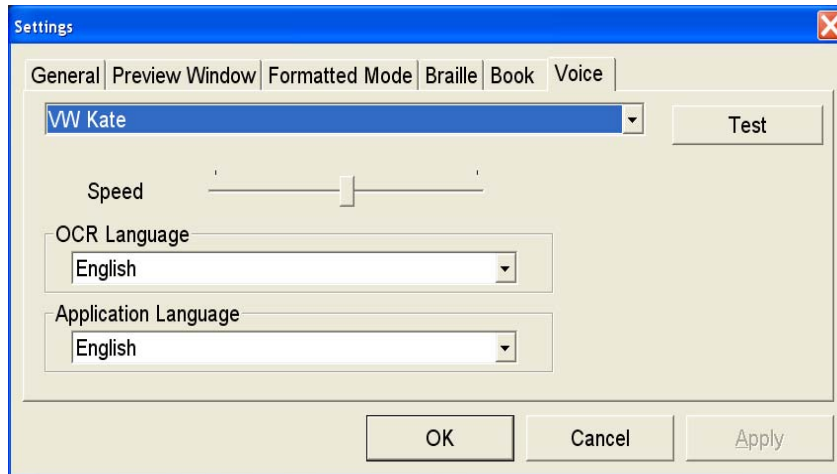
Test different voices, select the one that you like and click Apply. Change the speed of reading using the slide bar or by pressing **Shift + Q** to make it faster or the **Shift + Z** to make it slower.

Changing Languages

Go to **Application** and down to **Settings** and over to the **Voice** tab you will see that there are two other options that you can modify. The first is **OCR Language**.
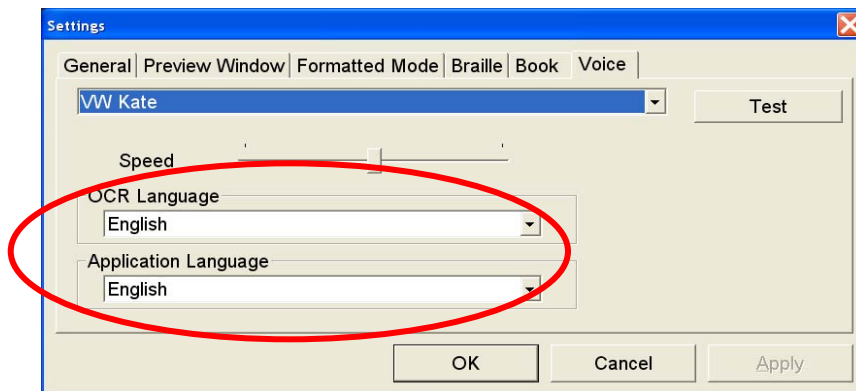
OCR Language is the language of the document that you are putting under the Zoom- Ex camera. By default, the **OCR Language** is English.

The second option is **Application Language**. It is the language of the application.

This includes text, menus, and dialog boxes. By default the **Application Language** is English.

Local CCTV

Go to **Applications** on the tool bar, go down to **Settings** and choose "**Use arrow keys to simulate X-Y table**" under the **General** Tab.
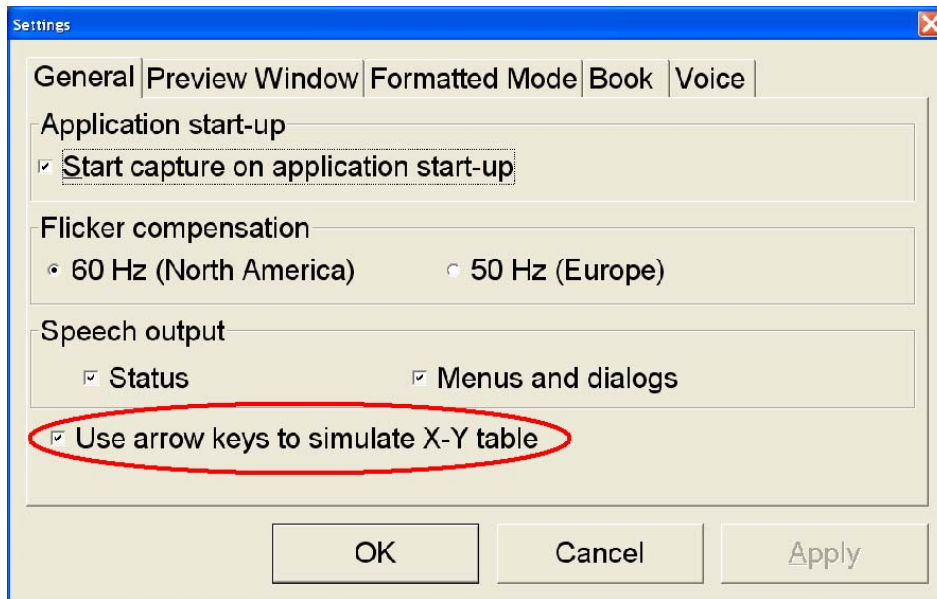
If this box is checked, arrow keys will behave as described below, meaning you can navigate the screen in **CCTV Mode** with arrow keys. Use the **Up** and **Down Arrow keys** to scroll up and down in both the CCTV and **Formatted Mode**.

If this box is unchecked the arrow keys can be used for reading functions as described in section "Notebook (Laptop) keystrokes for reading functions". Default value for this setting is unchecked.

By keyboard: Press **"+"** and **"−"** to zoom in or out on the image on the screen.
By mouse: Roll the mouse wheel forward/backwards to zoom in and out.

Navigate Through the Image

By keyboard: Press left, right, up or down arrow.
By mouse: Click left mouse button at any point on the screen, and move the mouse in the direction to move the document.

Working in Formatted Text Mode

Formatted Text Mode separates text from pictures and wraps the text according

to the selected magnification. Pictures are "ignored" and Zoom-Twix focuses just on the text. A document is scanned and changed over to true font, as in a word document. The text is displayed in one column and no matter how much you magnify it, the text will not run off the screen. There is no need for an X-Y table.

Lines wrap on-screen for easy scroll-down with no need for an X-Y table.	Lines wrap on-screen for easy scroll-down	Lines wrap on-screen

Various Formatted Modes to Follow Text on the Screen

Go to **Application** and down to **Settings**, click on the tab labeled **Formatted Mode**, and go down to the section called **Formatted Mode**. There are four options to read formatted text: **Full Screen, Highlighted Line, Auto Scroll,** and **Word by Word.**

The first option, **Full Screen**, is the DEFAULT. It will display text on the screen as if it was a word document. The **Full Screen** option highlights the word as it is being read.

The next option is **Highlighted Line.** This option has one line that goes across the screen and it highlights the word as it is being read. This allows you to follow along with the reading.

The next option is **Auto Scroll**. Auto scroll is an option that keeps the text moving in a running line, at a constant speed across the computer screen.

Auto scroll is controlled by using the (<) and (>) keys. (<) slows down the scrolling text line, while (>) increases the scrolling text line. Auto scroll is used to read the flowing words across the computer screen, with no highlighted bar or spoken words. To stop or pause the auto scrolling, press the **X** key. To resume or start auto scrolling press **X** or the (>) key.

Note: You cannot use speech output with auto scroll.

The last option is **word by word**. The **word by word** option takes one word at a time and shows it on the screen as it is simultaneously being read.

You have the ability to change the size of the font seen on the screen by pressing "**+**" to increase the font and "**-**" to decrease the size of the font.

You can also change the speed at which the words are being spoken by pressing (**Shift + Q**) to increase the voice speed or (**Shift + Z**) to decrease the voice speed.
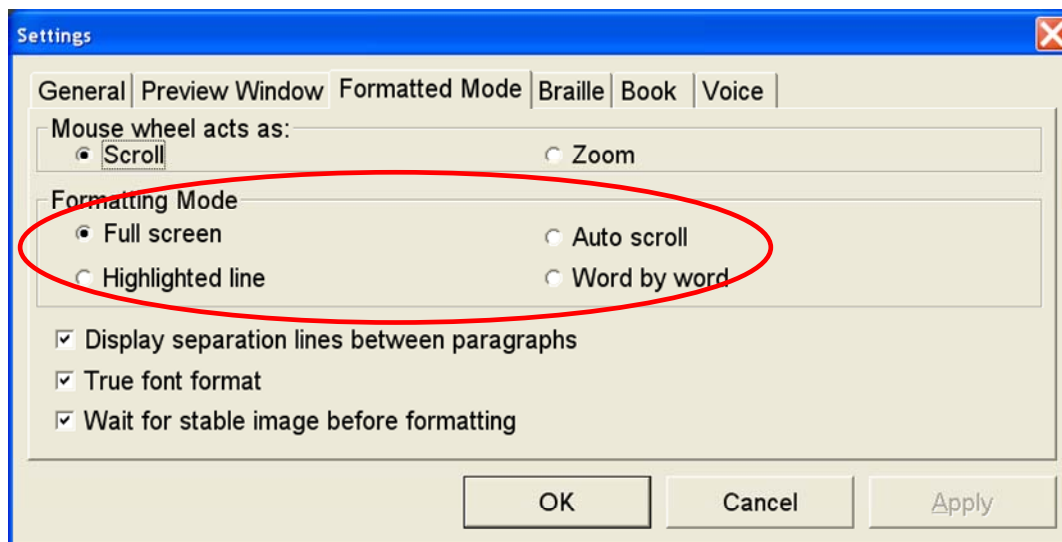
Other Formatted Mode Options

You also have the option to turn on/off the **Display separation lines between paragraphs** as well as **True font format**. The option **Display separation lines between paragraphs** puts lines on the screen separating paragraphs. If disabled, the text will flow the same as a word document.

If **True font format** is enabled, the text will show up on the screen as in a word document. If this option is disabled the "text" or "font" on the screen will show up just as it is in the actual document placed under the camera.
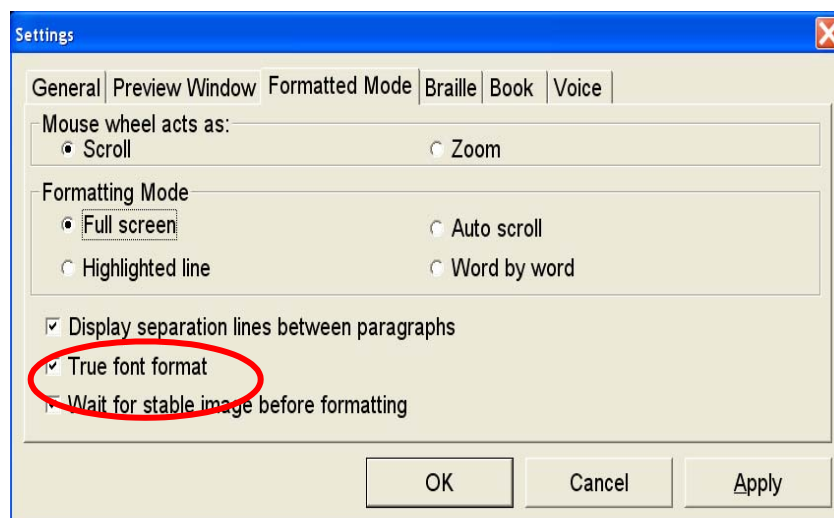
Formatted Mode without Speech Output

By keyboard: press F2 (F) key

By mouse: double-click anywhere in the text
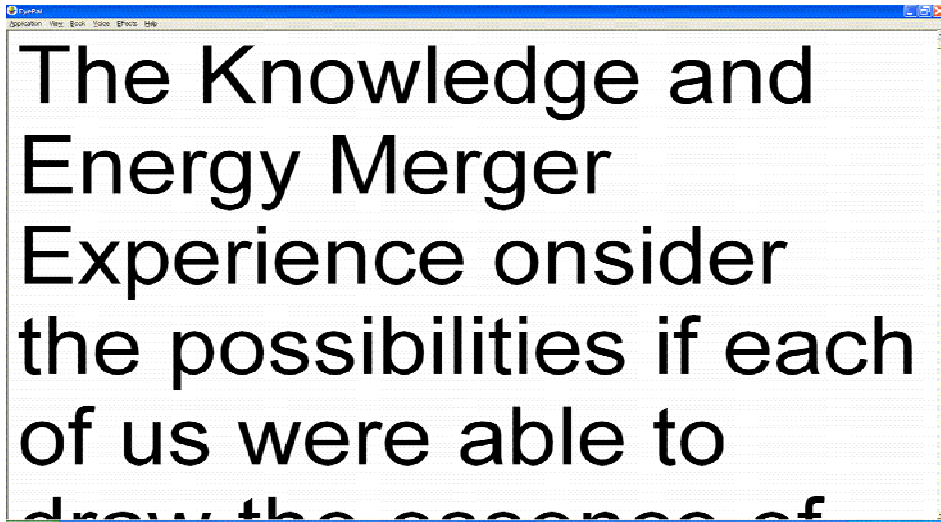
Formatting the text may take a few seconds depending on the amount of text on the page and the power of your computer.

Navigate Text in Full Screen Formatted Mode

By keyboard:
Use **Up** and **Down** arrow keys to scroll up and down line by line. Use the **Page-Up** and **Page-Down** keys to scroll up and down page by page.
Use the **Home/End** keys to go to the beginning/end of the document.

Note: This will only work if "Use arrow keys to simulate X-Y table" is checked under Settings.

Switching between Formatted Mode and CCTV Mode

To go back to Local CCTV Mode:

By keyboard: press function key F2 or F key.

By mouse: double-click anywhere in the text.

Note 1: After you switch to **Local (CCTV) Mode** from **Formatted Mode**, Press F4 (S) key in order to adjust the sharpness.

Note 2: After switching to **Local (CCTV) Mode** from **Formatted Mode**, the camera remains off, and the whole page is in the computer memory.

Originally, when you switch from **Local (CCTV) Mode** to **Formatted Text Mode**, Zoom-Ex will take a snapshot of the page and shut the camera off, in order to format the text. Once you leave **Formatted Text Mode** and return to **Local (CCTV) Mode**, with the camera remaining off, Zoom-Ex displays the still image of the document. It makes no difference as far as reading the document is concerned. However, in order to go to a different document, you have to turn the camera back on. For instructions on how to turn the Zoom-Ex camera on, see *Going To The Next Page or Another Document* topic below.

Going to the Next Page or another Document

If the camera is on, all you have to do is place the new page at the Zoom-Ex base: it will instantly appear magnified on the computer screen if you are working in live **Local (CCTV) Mode** or in **Scanning Mode**, you will see a full image of the page that is to be scanned. Press 'Y' to toggle between these two modes.

If you are working in **Formatted Text Mode** the Zoom-Ex camera is off, **the camera has to be turned on**. To turn on the Zoom-Ex camera press the **Space Bar**.

Saving a Document and Opening a Previously Saved Document

Place a new page at the Zoom-Ex base.
Go to **Application** on the tool bar and down to *Save Image*. A **Save Image** dialog box will appear.
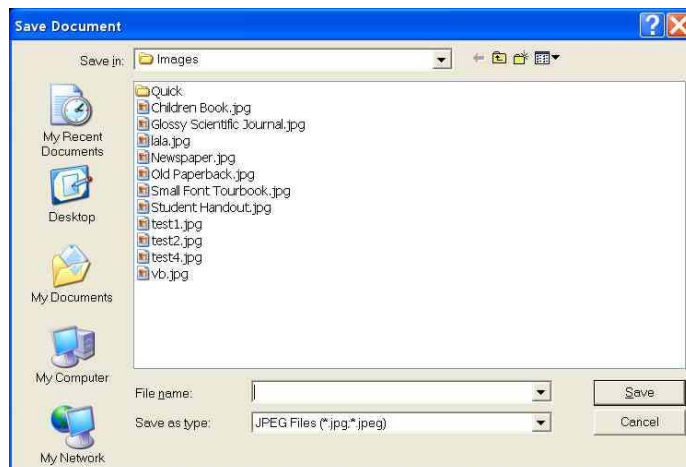
Type in the name for your document, and click the **Save** button. The image will be

saved in the default directory **My Documents\Zoom-Office\Images**. You can also select another directory in which to save the document.

You can save images while in either CCTV or **Formatted Mode**. Either mode will save the image of the document.

To view a previously saved image:

Go to Application on the toolbar and go down to **Load Image**.
A **Load Image** dialog box will appear.
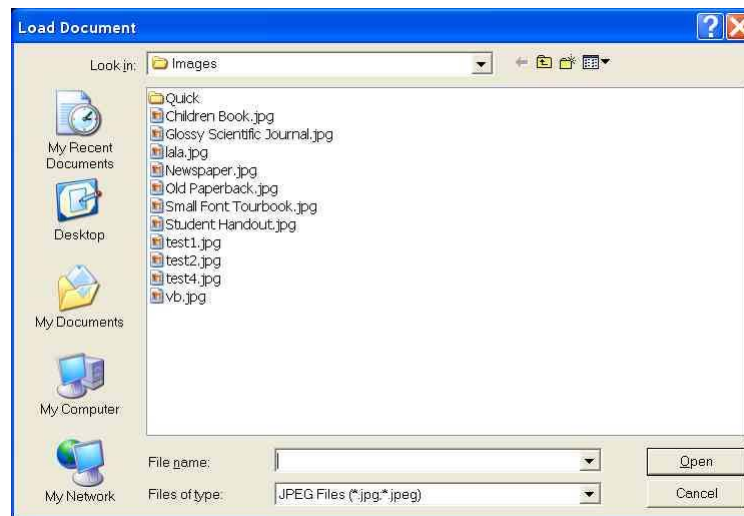
Select the image and right click on **Open**. The image will appear on the screen in **CCTV Mode**, with the camera turned off. You can manipulate the loaded image exactly as you would the real document, i.e. Format, Read, Magnify, etc.

Note: Zoom-Ex does not have to be plugged in to read previously saved images.

To Save a Document as a Text File

To save a document as text that is currently under the Zoom-Ex camera, press **E** to stop the camera. Once the camera is stopped you can save the document as text.

Note: Do not use SPACE BAR to stop camera unless you are able to see a stable image on the screen.

To quickly save text with default name as date/time stamp in the default folder My Documents\Zoom-Ex\Temp, and immediately display the text file on the screen, press (**Control + Shift + W**).

You can also save text in any directory and give it any name by going to the **Application** menu and down to **Save text** then press **Enter.**

A **Save text** dialog box will appear. Type in the name for your document, and click the **Save** button. Documents will be saved in the default directory **My Documents\Zoom-Office\Texts.**

Again, you can select another directory in which to save the document.

When saving a "previously saved" image as text there is no need to stop the camera because it is already stopped. Follow the same steps listed above.
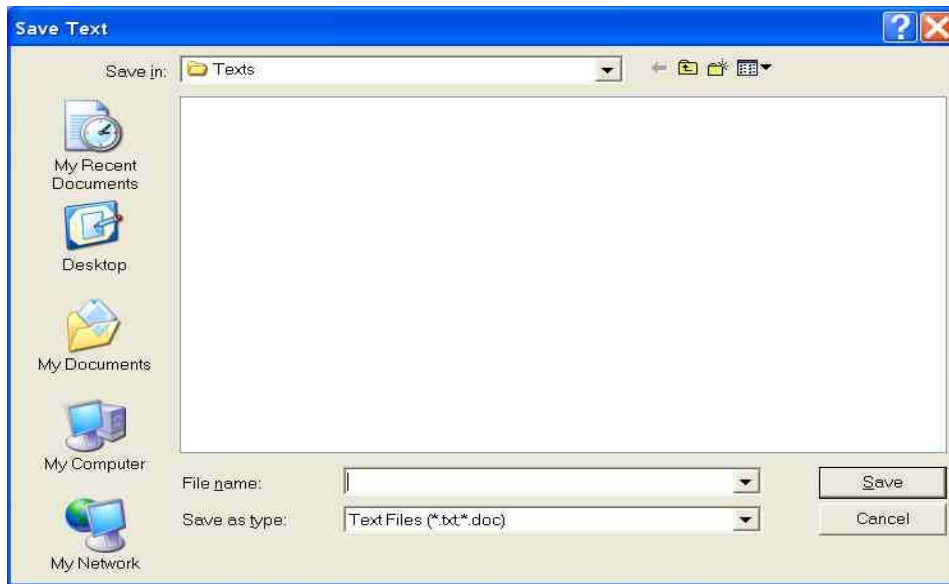
To Save a Document as a WAV (Sound) File

To save a document as a WAV file that is currently under the Zoom-Ex camera press **E** to stop the camera. Once the camera is stopped you can save the document as text.

Note: Do not use the SPACE BAR to stop the camera unless you are able to see a stable image on the screen.

Once the page has finished being read, or you have stopped the reading yourself, go to **Application** menu and select **Save WAVE** then press **Enter.**

A **Save text** dialog box will appear. Type in the name for your document, and click the **Save** button. The document will be saved in the default directory **MyDocuments\Zoom-Office\WAVE** .You can also select another directory in which to save the document.

Opening a WAV File

A WAV or sound file **CANNOT BE OPENED** in Zoom-Ex. Go to the directory where the file was saved and open it from there. The default directory that the WAV files are saved in is **My Documents\Zoom-Office\WAVE**. Double click on the saved file and it will open in a program such as Windows Media Player.

The saved WAV file allows you to hear the full text without having to first change it to a text format to be read. Use the WAV file, burn it onto a CD and upload it to an MP3 player so you can listen to your own audio book.

Printing a Document

Zoom-Ex allows you to print out the formatted document with any magnification. Use the **F** key or **F2** key to view and print the document in **Formatted Mode**.

To preview the printed document, go to **Application** on the tool bar and go down to **Print Preview.**

Print the document or go back to the formatted document and adjust the magnification.

Note: Multiple pages may be printed depending on the magnification of one page. Pages will be able to be read as a book.

Changing the Display Characteristics

Changing the Sharpness Settings

Press **F4 or S** to alternate between various sharpness modes. The sharpness/contrast settings should be set separately for the **Local (CCTV) Mode** and the **Formatted Text Mode**.

Changing the Text/background Color

In order to switch between available colors, press **F3 or C**. Continue to press **C** until you have chosen the desired color.

In **Local (CCTV) mode**, the available color options are:
- black-on-white,
- inverted (white-on-black),
- color

In **Formatted Text Mode**, the available color options are:
- black-on-white,
- inverted (white-on-black),
- green-on-black,
- yellow-on-black,
- yellow-on-blue
- white-on-blue

Rotating the View of an Object

To rotate a document in the **Local (CCTV) Mode**, 90 degrees at a time, press F6 or R on your keyboard. The preview window allows you to navigate your document, and will assist you in starting to read the magnified text. You do not have to rotate a document to read it. Orientation of the document on the screen does not matter when the document is being read.

Using the Preview Window

There are three ways of viewing a page in **CCTV Mode**. The first is a standard magnified mode.

The second is a magnified mode with a little picture-in-picture window on the right top corner of the screen. The picture-in-picture window displays the image of the whole page. A focusing rectangle in the preview window identifies an area of the page which is currently displayed on the screen.

The third mode is a full screen preview mode, where the preview of the whole page is displayed on the screen.

Full screen preview or picture-in-picture preview may be separately disabled in the Preview Window tab of the **Settings** dialog. Click **Application** on the toolbar and go down to **Settings**. The Settings dialog will appear. On the Settings dialog, select the "**Preview Window**" tab. In the "**Show Preview Window**" area, select the preview window type that you want to enable (you can select either or both).

When camera is "on" only **Full Screen Preview** can be displayed, unless "**Enable real time zoom**" checkbox in the **Preview** tab of the **Settings** dialog is checked.

To show/hide the preview window or alternate between small and full screen preview windows see below:

By keyboard: Press **F5 or the V key.**

The image below shows the full screen preview window enabled; the red focus rectangle is positioned in the center. You can move the red focus rectangle around,

to wherever you want to start reading. Once you have moved the red focus rectangle to the desired location, you can either dismiss the preview window (**F5**), or go directly to **Formatted Mode** (**F2**). The displayed magnified text will start from the portion of the document highlighted by the red focus rectangle. The focus rectangle disappears. The thickness and color of the focus rectangle can be changed via settings dialog.
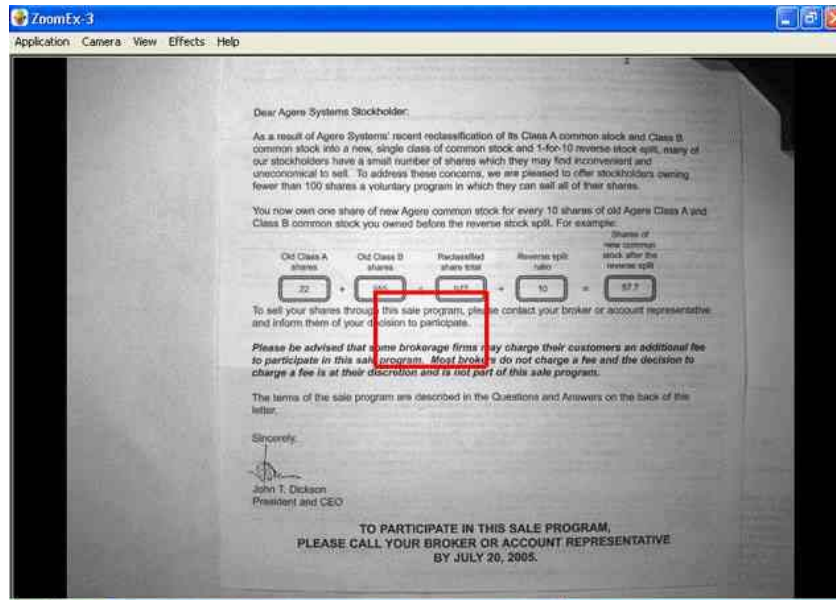
To move the red focus rectangle around the document:

By keyboard: Use the keyboard arrows to move the rectangle around.
(Make sure X-Y table is checked under the **general** tab in **settings**.)

By mouse: Left-click the document, to have the red focus rectangle jump there.

You can customize how the focus rectangle will look. On the main menu, click **Application** and go down to **Settings**. The Settings dialog will appear. On the Settings dialog, select the "**Preview Window**" tab. You can select focus rectangle color (red, blue or green) and border (thin, medium, thick). Changes made to the preview window do not take effect until you click "OK".

Changing the Advanced Display Characteristics

Fine-tuning the Contrast Settings

To change the contrast:

Press the Ctrl key and the **">"** on the keyboard in order to increase contrast; press Ctrl key and "**<**" on the keyboard in order to decrease contrast.

Note: make sure Ctrl key is pressed prior to **"<" or ">"** key. Pressing **"<" or ">"** keys without pressing the Ctrl key will adjust camera brightness.

Changing the Brightness Settings

By default, the camera operates in auto-brightness mode. In order to overwrite auto- brightness mode and change the brightness: press '<' on the keyboard to decrease brightness; press '>' to increase brightness.

Note: Brightness can be changed only while camera is 'on', in **Local (CCTV) Mode**. When in **Formatted Text Mode**, first switch to **Local (CCTV) Mode** – press space bar, which will re-start the camera.

Creating and Managing Books

A Book is an electronic copy of a book that you can create using the Zoom-Ex camera.

Zoom-Ex allows you to scan and save multi-page documents to a computer. You can view saved books at any computer where a Zoom-Ex device may not be present but Zoom-Office software is installed. While reading a Book you can use all the same document browsing, magnification, and formatting capabilities that are available for viewing documents with Zoom-Ex.

You can also listen while the book is read to you page by page. You can save the whole book as text and use any third party software to read the text file.

A Book allows you to bring your book almost virtually anywhere with you. Just save it to a CD or upload it to your MP3 player.

Zoom-Office can be used separately from the Zoom-Ex device, to read saved documents.

Creating a Book

Have a book or a multi-page document handy for scanning and reading with Zoom-Ex. Place your document under the Zoom-Ex device.

Find the Book menu and click on it or click **(Alt + B)** and then the **Enter** key.
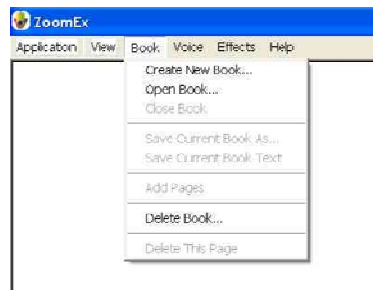
The **Create Book** dialog will appear. Put in the book title and the author's name, and click **Create**.
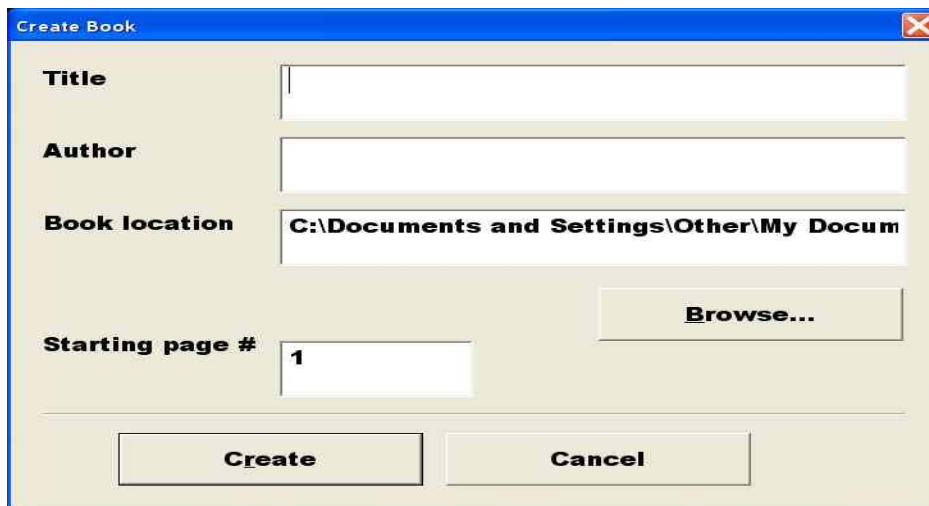
The dialog will go away and the **Add Pages** bar will appear instead.
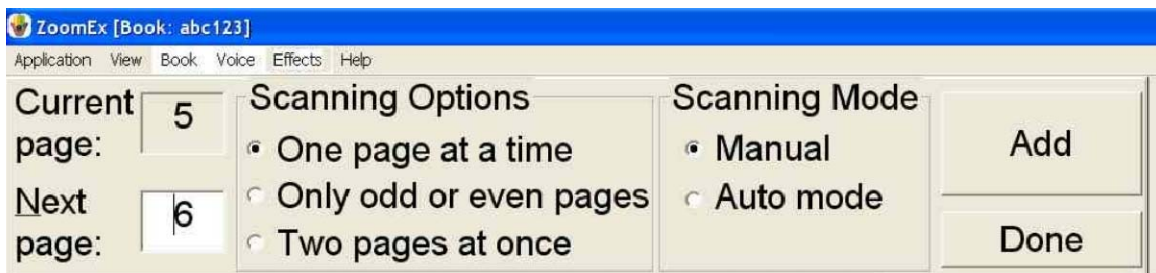
You can save any kind of book using Zoom-Ex; small paperback books, large books with page sizes up to 8.5'x11', and magazines.

Choose How to Scan a Book

Start by selecting one of the three Scanning Options:

1. Scan one page at a time.
Use this option to scan a small amount of large pages.

2. Scan only odd or only even pages.
Use this option to scan a large amount of pages in a large book. Open the book and place the left or right page under the camera. If a portion of the second page also

appears under the camera, Zoom-Ex will ignore it. Do not move the book until you have scanned all the odd pages you want.
Once you finished scanning odd pages, do the same for the even pages:
Start by turning the book 180 degrees. Be sure that the even pages are now under the camera. The fact that the pages appear upside-down does not matter. Zoom-Ex rotates the pages for you automatically when you want to read the book.

Change the **Next page number** to the first even page number. Start scanning the even pages.

When you finished scanning even pages, click the **Done** button. A Book will automatically sort and keep all the pages in the right order.

3. Scan two pages at once.
Use this option to scan small sized books. If you place the open book under the camera and can see both pages in the preview window (F5), you can save both pages at once. While using this option, the book orientation is important. Always put the book in the landscape format and align the edges of the book with the Zoom-Ex base.

When you scan two pages at once, both pages will be saved with their respective numbers. You will be able to view each page separately.

If the Book fails to separate two pages, this will be indicated by an error sound and will be saved as one page. In this case you can delete that page (See "Deleting a Page in a Book" section), adjust the book and save the same pages again.

Note: The default selection is to scan one page at a time.

Scanning Modes

There are 2 types of scanning modes:

1. Manual Mode

In this mode, you press the **A** key or click the **Add** button to scan and save the page. You will hear a shutter sound indicating that the page has been scanned and saved.

2. Auto Mode

In this mode, click the **Start Auto Mode** button to start scanning and saving pages. Then simply turn the pages. The Zoom-Ex camera has motion detectors so it will scan each page as soon as the page image is still for a few seconds. It waits while you turn the pages. **Auto Mode** allows you to use both hands to hold the

pages in place, since you don't have to operate the mouse or keyboard to push the **Add** button.

Note: The default selection is **Manual.**

Adding Pages to a New Book

Now that you've chosen how to scan and save a book, let's start adding pages.

1. Manual Mode:

a) Put the first page of your document under the Zoom-Ex camera. It should appear on the screen.

b) Click the **Add (A)** button. Use your hands to keep the book flat. In a second you will hear a shutter sound. The page is now saved, and the **Current page** field should display **1,** while the **Next page number** should display **2** if you are saving one page at a time or **3** if you are saving two pages at a time, or even (odd) pages.

c) Put the next page of your document and click the **Add** button or press **A** on the keyboard.

d) Save as many pages as you need by repeating the previous step.

e) If you are saving many pages, you can always take a break and continue saving pages later.

2. Auto Mode:

a) Click the **Start Auto Mode** button.

b) Place the open book under the camera; use both hands to flatten the page. In a few seconds you will hear the shutter sound, which lets you know the page has been scanned and saved.

c) Turn the page, again keep the page flat and in a few seconds you will hear the same sound.

d) Continue turning pages until you have all the pages you want scanned and saved.

e) When you are done or need a break, click the **Stop Auto Mode** button and remove the book from under the camera.

f) When you are completely finished saving pages, click the **Done** button. The **Add Pages** book bar will disappear, and the **Read Mode** book bar will appear.

Note: You can add more pages to this book later. See "Adding Additional Pages to an Existing Book" section of the manual for more details.
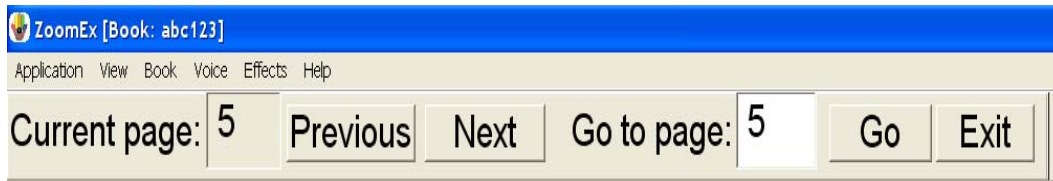
The **Read Mode** bar allows you to easily read your saved book with navigation buttons. For more information on reading your book with the **Read Mode** book bar, see Reading a Saved Book topic below.

If you are done with your book for now, click the **Exit** button to close the book.

More Tips on Saving a Book

1. Place a piece of white paper under the camera and place a book on the paper. Then Zoom-Ex will not scan the background as part of your document.

2. Make the book as flat as possible. If you are saving a thick book with a lot of pages choose the **Auto Mode** and use both hands to flatten the book.

3. When you are saving a book in **Auto Mode**, Zoom-Ex will automatically adjust brightness to the light conditions at that time. If you are taking a lot of time saving all of the pages, take a break occasionally. Click **Stop Auto Mode** and then click **Start Auto Mode** to allow Zoom-Ex to readjust brightness according to the illumination of your room as it may have changed.

4. When you are saving a lot of pages in **Auto Mode**, you may notice you have to wait longer to hear the shutter. It could be due to one of three reasons:

a) The camera detects some motion such as wind, unstable hands, etc.;
b) The camera missed a motion when you flip the page; or
c) Zoom-Ex turned the camera off because the conditions have changed; for example, the lights in the room were turned on or off.

   You can always restart the camera and click the **Start Auto Mode** button again**.**

5. If you are using **Manual Mode** be sure that the page is stable on the screen before clicking **Add** (**A**)

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Reading a Saved Book
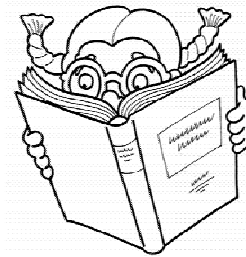
To browse through the saved pages of your document:

1. Go to the **Book** menu and select **Open Book.**

2. The **Open Book** dialog will show the books in the default folder **My Documents\Zoom-Office\Books**. If you want to open the book that was saved in another folder, use the **Browse** button to select the desired folder. The location of the selected folder will be displayed in the Book location field. The list of books in this folder will be displayed on the screen.

Note: Make sure you select the folder that contains all of your books, and **not** the folder that bears the name of a specific book.

In that folder you might see the folder which bears the name of the specific book. Do **not** select it.

3. Select the book you would like to view, and click the **Open** button.

Note: The **Open** button is disabled if no book is selected; as soon as you click any book in the list, the **Open** button will become enabled and clickable.

The **Open Book** dialog box disappears. The **Read Mode** bar appears at the top of the screen; the first page of the chosen document is displayed on screen as well.
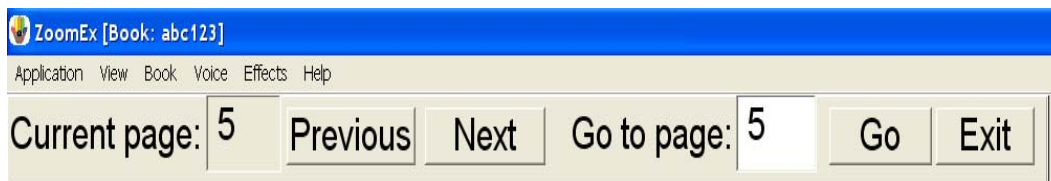
The **Read Mode** bar has the **Previous** and **Next** buttons, along with the **Go to page** field and the **Go** button to jump to a page out of order. The **Read Mode** bar also has the **Current Page** field, which displays the number of the page currently being viewed.

If the **Status Parameter** box is checked under **General Settings**, Zoom-Ex will tell you the current page number.

1. You can magnify the image of the current page, format the text part of the image, and use all other functions available for viewing documents with Zoom-Ex to make your reading efficient and more enjoyable. Zoom-Ex will remember all of your selections when you move from page to page or from book to book. If you use the Save only odd or only even pages option while saving the book, you

will have to rotate only the first even (odd) page. Zoom-Ex will rotate the rest of the pages automatically.

2. Click the **Next** button or letter **N** on the keyboard to go to the next page of your document or click the **Previous** button or the letter **P** on the keyboard to go to the previous page. You can also put in a page number, and click the **Go** button to jump to that page.

3. When you are done browsing the book, click the **Exit** button.

Note: When the cursor is on the "**Current Page**" or "**Go to Page**" field and you are moving from page to page using Previous **(P)** or Next **(N)** buttons, you will hear **N or P** instead of the "Next" or "Previous". To avoid this use TAB to move the cursor.

Managing Books

Adding Additional Pages to an Existing Book

To add additional pages to an existing book:
1. Open the book by going to the **Book** menu and go down to **Open Book.**

2. Once the **Read Mode** bar appears, go to the **Book** menu and select **Add Pages**
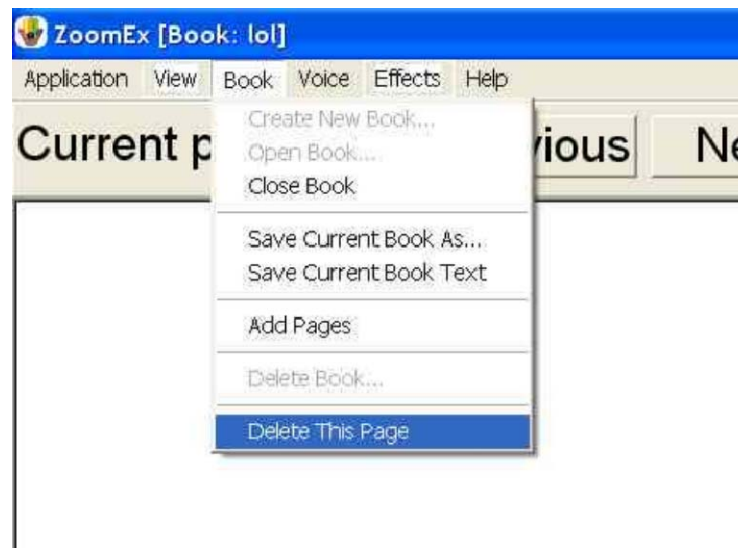
3. The **Add Pages** Book bar will appear.
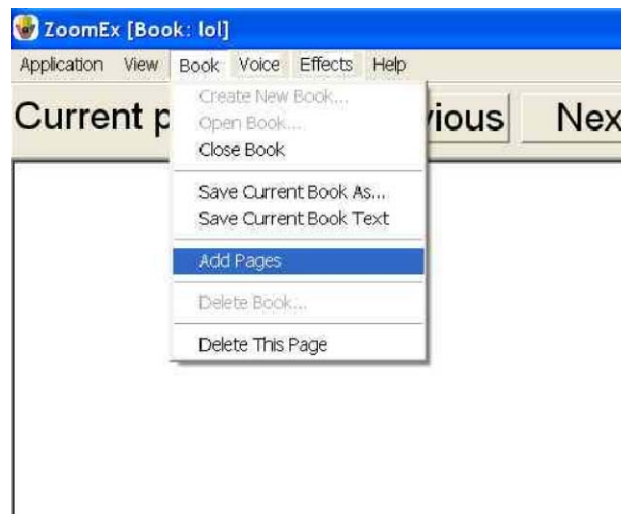
4. Place the page you want to scan under the camera, set its page number, and press the **Add** button or the letter **A**. You can also use the **Auto Save Mode** and/or save two pages at a time. See "Creating and Saving a Book" section for details.

5. Repeat step 4 as needed.

6. When you finish adding new pages, click the **Done** button. If you are saving pages in **Auto Mode**, click the **Stop Auto Mode** button first and then click the **Done** button. The **Add Pages** book bar will disappear, and the **Read Mode** book bar will appear again.

Deleting Pages in an Existing Book

In order to delete a page in a book:

1. Open the book by going to the **Book** menu, and click on **Open Book.** The **Read Mode** Book bar will appear.

2. Navigate to the page that you want to delete by putting the page number into the **Go to page** field and pressing **Go**.

3. Go to the **Book** menu, and click on **Delete This Page**.

4. You will be asked to confirm your instruction. Click yes.

ZoomOffice Message

Are you sure you want to delete this page?

Yes   No
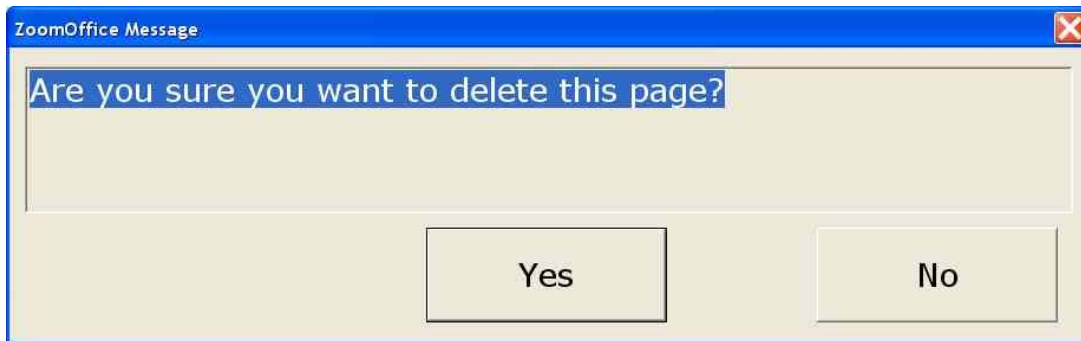
5. The page will be deleted. The display will automatically move to the next page or to the previous page if the deleted page was the last page of the document.
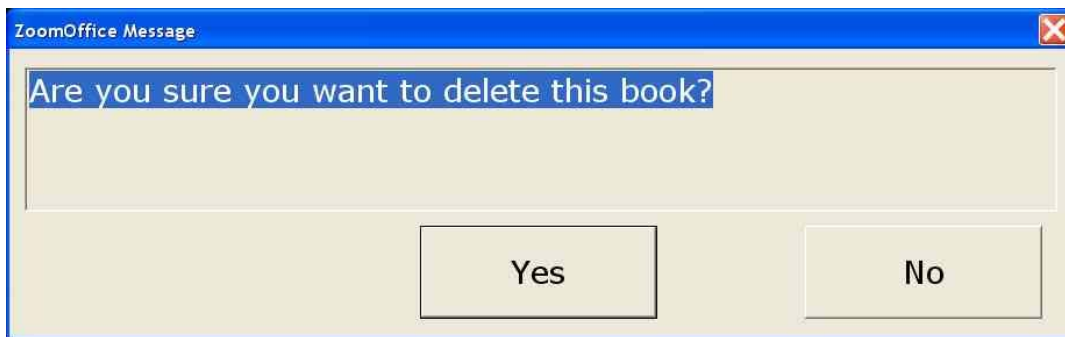
Deleting a Book

1. Go to the Book menu, and click on Delete Book.
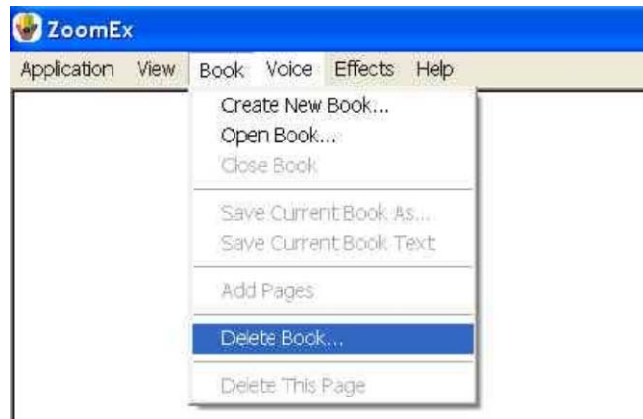
2. The Delete Book dialog box will appear. Select the book that you wish to delete and click the **Delete** button. You cannot delete an open book.

3. You will be asked to confirm your instruction. Click yes.

Closing a Book

To close a book you can click the **Exit** button or go to the **Book** menu, and click on **Close Book.**
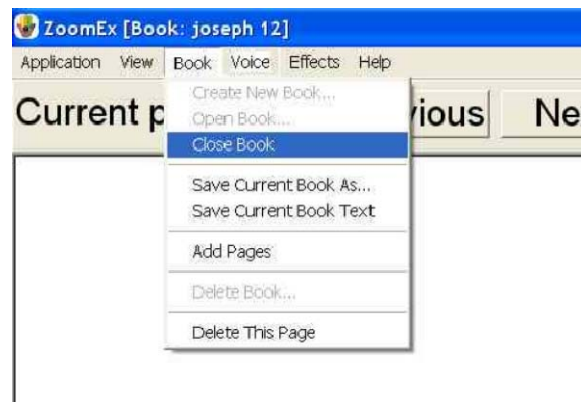
Saving a Book as Text

After you have scanned a book, you can convert the whole book to one text file. Under the **Book Menu** click on **Save Current Book as Text.** The file is saved in the folder **My Documents\ZoomOffice\Texts**. Depending on the power of your computer, it could take approximately from 3 to 6 seconds to save each page. For 200 pages the process may take from 10 to 20 minutes.

If the Status box is checked under **General Settings**, Zoom-Ex will tell you the current page number.

Copying a Saved Book

The fastest way to initially save a book is to save it on the hard drive. After you have scanned your book, you can use the **Save Current Book As** menu item to copy the book onto a CD or a flash drive.

   1. Go to the **Book** menu, and click on **Save Current Book As**.

2. Use the **Browse** button to select the drive and/or folder where you want to copy the book.

3. Enter the **New Name** for the book.

4. Click the **Save** button.

It may take a few seconds to save the book. You may view and read the copy you made using Zoom-Office software on any IBM compatible computer.

Useful Tips for the Zoom-Ex Camera

If you are working with more than one windows application at a time, Zoom-Ex window may lose focus. You will know that it has, if you have tried to turn the camera on or off by pressing the space bar and nothing happens. Click the mouse anywhere on the screen to bring focus to the Zoom-Ex application.

There is a check box under the **General tab** of the **Settings** window: **"Use arrow keys to simulate X-Y table".** The default is unchecked. The unchecked option allows you to use arrow keys while reading the text. For example: to move to the next word, sentence, etc. If you noticed that arrow keys do not behave properly for reading, check this setting.

How Do I Use Zoom-Frog?

When you are using the Zoom-Frog camera, you will hear "Zoom-Frog Camera." This indicates that the Zoom-Frog is on. If you press F7 it will take you to the Zoom-Ex camera. You will hear "Zoom-Ex Camera."

You can only use one camera at a time. Moving back and forth from one camera to another by pressing F7 is called toggling.

You can also toggle between cameras by going to **Camera** on the menu bar and down to **Toggle cameras**.

How do I zoom in and out using Zoom-Frog?

To zoom in on an object, press the **(+)** key. You can also zoom in on an object by going to VIEW on the menu bar and down to zoom in.

To zoom out on an object, press the **(—)** key. You can also zoom out on an object by going to **View** on the menu bar and down to **Zoom out**.

Note: In order to use keyboard commands to zoom in and out make sure the "little cable" is connected to Zoom-Frog then to Zoom-Ex or they will not work.

There are 2 buttons on the back of Zoom-Frog. The left button, when held down, zooms in. The right button, when held down, zooms out.

Note: With this option the "little cable" does not have to be connected to Zoom-Frog then to Zoom- Ex to zoom in and out.

When you are zooming in on a close image such as a written test; at the base of Zoom- Ex with Zoom-Frog, you have to make sure that the macro lens is in front of the camera. The outside macro lens on the Zoom-Frog camera can be flipped up to view close objects or down to view distant objects.

How do I freeze a Zoom-Frog image?

To take snap shots with Zoom-Frog press the **Space Bar**. The camera will be stopped and the image will now be frozen on the screen.

You can also go to **Camera** on the menu bar and down to **Start/Freeze**, to stop the camera to have your picture taken with Zoom-Frog.

How do I save an image using Zoom-Frog?

Once you have the image on the screen that you want to save, press **Control + S**. The **Save Document** dialog box will appear. Type in a name for your image and click the **Save** button.
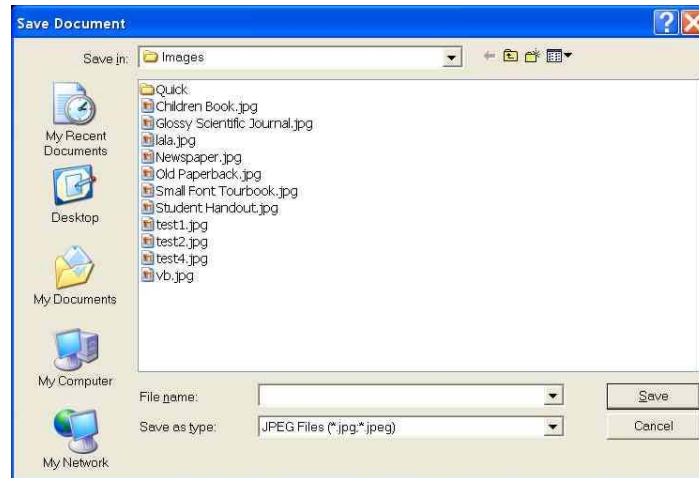
The image will be saved in the folder **My Documents\ZoomOffice\Images** The image is saved as a JPEG. File.

To quick save an image, press (**Control + Shift + S).**

Note: You will not hear anything or see anything done on the screen to indicate that the quick save has been performed. The image will be saved as a date/time stamp in the folder **My Documents\Zoom-Office\Images\Quick.**

How do I change the brightness and contrast when using Zoom-Frog?

To increase the brightness press the **(>)** key.
To decrease the brightness press the **(<)** key.
To increase the contrast press (**Control + (>)** key.
To decrease the contrast press (**Control + (<)** key.

Note: The changes will only take effect if Zoom-Frog is "on".

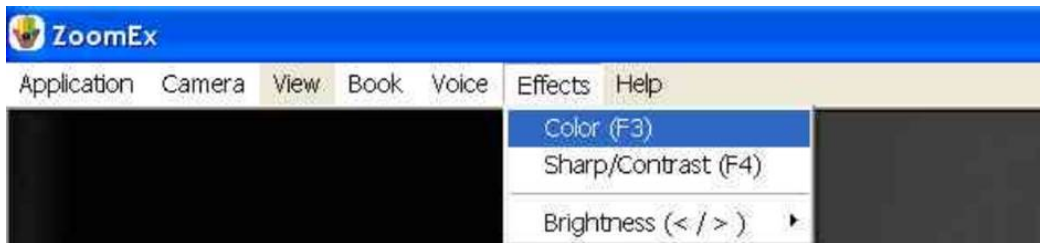## How do I change the color of an image when using Zoom-Frog?

To change the colors of an image when using Zoom-Frog press the **C** key or **F3**.

There are 4 colors that are currently available:

1. Color
2. Enhanced color
3. Black and white
4. Inversed black and white

You can also go to **Effects** on the menu bar and down to **Color**

Note: Changes will only take effect if Zoom-Frog is "on".

How do I rotate the image on the computer screen while using Zoom-Frog?

To rotate the image on the computer screen while using Zoom-Frog, press **R** or **F6**. Zoom-Frog has to be **ON** for the image to be rotated.

How do I point Zoom-Frog?

Zoom-Frog can be moved manually. With the Zoom-Frog camera ON, move it up and down or left to right. Look on the computer screen to verify the location of the image produced by Zoom-Frog.

How do I open a saved image taken by Zoom-Frog?

Locate the folder where the image has been saved and open it from there. By default the images taken by Zoom-Frog are saved in **My Documents\Zoom-Office\Images.**

Zoom-Ex Quick Reference Guide (4.1.2)

Notebook (Laptop) Keystrokes for Reading Functions

To Scan and Start reading: E or (Caps Lock +Down)

Stop Zoom-Ex Camera: Space or (Caps Lock + Dot)

Pause/Resume reading: X or (Caps Lock +End)

Switch between Virtual Magnification and Formatted Modes: (F2) or (F)

Switch between Live Magnification and Scanning Mode: Y

Note: When in Zoom-Ex to switch back from Magnification (Live CCTV) Mode to Scanning Mode, press (Y) first, then the space bar.

Reading by word:
Next: (Control + Right) or (Caps Lock + Right)
Current: (Control + I)
Previous: (Control + Left) or (Caps Lock + Left)

Reading by character:

Next: Right
Current: I
Previous: Left

Reading by sentence:

Next: Down
Current: (Control + Caps Lock + I)
Previous: Up

Reading by section:

Next: (Control+Down)
Current: (Caps Lock + Shift + I)
Previous: (Control+Up)

Keypad Keystrokes for Reading Functions

Start/Stop Zoom-Ex Camera: (Insert + Delete)

Start reading: (Insert + 2) (It will read to the end of page.)

Stop/Pause/Resume reading: (Insert + 1)

Reading by word:

Next: (Insert + 6)
Current: (Insert + 5)
Previous: (Insert + 4)

Reading by character.

Next: 6
Current: 5
Previous: 4

Reading by sentence.

Next: 2
Current: (Control + Insert + 5)
Previous: 8

Reading by section.

Next: (Control + 2)
Current: (Shift + Insert + 5)
Previous: Control

Speech Output Control Keystrokes

Increase voice speed: (Shift + Q) or (F9)

Decrease voice speed: (Shift + Z) or (F8)

Hear page description: (Shift + E).

Hear current control: Shift

Stop speaking current control: Control

Zoom-Book Keyboard Command Keys

Add page: A (While creating a new book).
Next page: N
Previous page: P

Zoom-Book Menu Accelerator Keys

(Alt + B) is an accelerator for Book Sub-Menu.

Key	Function
B	Book Menu, Create new book
O	Open Book
D	Delete Book
L	Close book
V	Save current book as
A	Save current book as text
G	Add pages
T	Delete this page

Zoom-Ex Visual Keyboard Command Keys

Key	Alt Key	Function
+ / -		Zoom In/Out
F2	F	Switch between Preview/Magnification and Formatted Modes
Page Up/Down		Go one screen Up/Down in Formatted Mode
F3	C	Toggle color
F4	S	Toggle sharpness
F5	V	Show/Hide preview panel in Magnified Mode
F6	R	Rotate image 90 degrees
CTRL + SHIFT + S		Quick Image Saved
CTRL+L		Turn LED On / Off
Home		Go to the first line of the page in Formatted Mode
CTRL + S.		Save current image

If option **"Use arrow keys to simulate X-Y table"** is checked, the following keys may be used**:**

Arrow keys		In CCTV Mode to move magnified portion of the image Up, Down, Left, Right. In Formatted Mode go one line Up/Down.
< / >	**,** / **.**	Brightness adjustment when camera is On

When Running Line Auto Scrolling Mode is Enabled

< / >	**,** / **.**	Speed adjustment

ABiSee Contact and Customer Service Information

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