

# Welcome to the EasyReader help

Here are some basic hot keys to get you started:

You can:

- Press SPACEBAR to start and stop reading.
- Press LEFT ARROW to move to previous phrase.
- Press RIGHT ARROW to move to next phrase.
- Press UP ARROW to move to previous heading.
- Press DOWN ARROW to move to next heading.
- Press ALT + F4 to exit this help and return to EasyReader.
- Press F1 to view this help at any time.

This help focuses on the use of the menu bar and hot keys to complete documented tasks. You can also use the EasyReader toolbars and list of tabs to do many of the tasks described.

You will find a toolbar below the menu bar and a toolbar above the reading window. The list of tabs is located on the left-side of the EasyReader window.

## What is EasyReader?



EasyReader is a digital talking book player. You can use EasyReader to read rich content; reading text, audio and images. The content is easy to navigate; you can skip through sentences, headings, pages and place bookmarks to highlight areas of interest. You also have control over the speed, volume and pitch of the reading voice.

## Open a book

EasyReader can open digital talking books, DAISY XML files, unprotected ePub files, text files and HTML files.

## Open a new book from a CD/DVD

1. Insert the disc into your disc drive. After the disc has been read by your computer, EasyReader will open the "Book Shelf" dialog box.
2. Choose the book from the "Removable media" area of the Book Shelf. Note that a single media source may contain more than one book.
3. Select the "Read Now" button.

You can view the content of your Book Shelf at anytime by opening the "File" menu and choosing the "Book Shelf" item.

If no book is detected on the CD/DVD then you can browse the disc content using the "Open" dialog box.

## Open a new book copied to your computer



Before you can open a new book that has been downloaded or copied to your computer, you must know the path to the folder where the book is found. Help on obtaining this information is usually provided by the supplier of the book.

To open a new book copied to your computer:

1. Open the "File" menu.
2. Choose the "Open" item. This will show the "Open" dialog box.
3. In the "Open" dialog box choose the folder where the book is located. In the folder, EasyReader will automatically select the file that is reported as the starting file for the book.
4. Choose the "Open" button.

Note that if you attempt to open a file that is not the suggested starting file then EasyReader will pop up a message window asking if you would like to change the file you are opening. You must choose the "No" button to open your selected file.

EasyReader will suggest the starting file for books that have been created in the DAISY 2, DAISY 3 and NIMAS formats.

## Open from Clipboard

You can use EasyReader to read the text currently on the Windows Clipboard by:

- Using the "Open from Clipboard" item in the "File" menu.
- Using a hot key.

Table

Function	Key Press
Open from Clipboard	CTRL + V

Notes:

- If you have an existing book open when pasting, the book will automatically close before the Clipboard text appears.
- EasyReader creates a temporary book from the paste text. EasyReader does not save the contents.

## Load your last book at startup

You can automatically open the last book you were reading the next time you start EasyReader.

To do this:

1. Open the "View" menu.
2. Choose the "Settings" item. This will open a property page showing the "Settings" options.
3. Select "Load last book at startup".

You will receive a message window if the previously loaded book cannot be found when EasyReader starts. No book will be opened.

## Read a book

### Start and stop reading



You can start or stop the reading of a book by:

- Using the Play/Stop button in the EasyReader toolbar.

- Using the Play/Stop item from the "Navigation" menu.
- Using hot keys.

Table

Function	Key Press
To start or stop the reading of a book	F5 or SPACEBAR

Notes:





- You must press F5 to start or stop the reading of a book when you are on a button, check box or any other type of control where the SPACEBAR can be used to change the status of the control.
- The reading of a book will stop if you have Speak To Me turned on and you change the focus, for example, if you open a menu. Speak To Me is an accessibility feature that will read aloud controls such as the menus, buttons and dialogs that are part of EasyReader.

## Move through your book using basic navigation

You can move backwards and forwards through your book by:

- Using buttons available in the EasyReader toolbar.
- Using items from the "Navigation" menu.
- Using hot keys.

Table

Function	Key Press	Icon
To move to previous phrase (a phrase is usually a sentence but can vary depending on the structure of the published book)	F4 or LEFT ARROW	
To move to next phrase (a phrase is usually a sentence but can vary depending on the structure of the published book)	F6 or RIGHT ARROW	
To move to previous page	CTRL + PAGE UP	
To move to next page	CTRL + PAGE DOWN	

To move to previous heading	F7 or UP ARROW
To move to next heading	F8 or DOWN ARROW
To move 10 seconds backwards	CTRL + F7
To move 10 seconds forward	CTRL + F8
To move to the beginning of a book	CTRL + HOME
To move to the end of a book	CTRL + END

## Move through your book using level navigation

You can move through your book using level navigation. Navigation Level provides a more controlled way to move through a book because you set the lowest level to move too. For example, choosing Level 2 means you only move to Heading 1 and Heading 2 levels in the book.

You can set the lowest navigation level and move by:

- Using items from the "Navigation" menu.
- Using hot keys.

Table

Function	Key Press
Set next navigation level	CONTROL + DOWN ARROW or NUMPAD 2
Set previous navigation level	CONTROL + UP ARROW or NUMPAD 8
Navigate to next level	CONTROL + RIGHT ARROW or NUMPAD 6
Navigate to previous level	CONTROL + LEFT ARROW or NUMPAD 4

Note that NUMLOCK must be turned on in order to use the NUMPAD hot keys. This is to avoid conflicts with screen readers.

## Go to a specific page

1. Open the "Navigation" menu.

2. Choose the "Go to page" item. This will place the focus in the "Page number" list box in the EasyReader toolbar.
3. Select the page number to go to from the list.

Note that page numbers must be part of the published book to allow you to move to a page. No page numbers will be available when viewing unstructured files, like a text file.

## Go to a specific heading

1. Open the "View" menu.
2. Choose the "Headings" item. This will open a property page showing the headings in the book.
3. Select your heading from the list.

Note that headings must be part of the published book to allow you to move to a heading. No headings will be available when viewing unstructured files, like a text file.

## Go to a navigation point

1. Open the "View" menu.
2. Choose the "Nav Point" item. This will open a property page showing the navigation points available in the book.
3. Select your navigation point from the list.

A navigation point is data that has been added to a book by the book's publisher. This can include page numbers, footnotes, sidebars and notes added by the book's producer. This type of data is commonly referred to as skippable content and can be spoken during the reading of a book or skipped over.

No navigation points will be available when viewing unstructured files, like a text file.

## Retrace your movements

You can retrace your steps through a book by selecting "History backwards" or "History forward" from the "Navigation" menu. You can also do this using hot keys.

Table

Function	Key Press
History backwards (previous step)	ALT + LEFT ARROW
History forward (next step)	ALT + RIGHT ARROW

## Read skippable content

You can read or ignore skippable content in a book. The types of content that you can skip over include page numbers, footnotes, sidebars and notes added by the book's producer.

To turn on or off the reading of skippable content:

1. Open the "View" menu.
2. Choose the "Nav Point" item. This will open a property page showing the navigation points available in the book.
3. In the "Play skippable content" list, select the skippable content you wish to play and uncheck any you do not wish to play.

Note that skippable content is a navigation point. This means the "Nav Point" item will allow you to go through the skippable content in a book even with an item unselected.

## Select, Copy and Paste

You can select, copy and paste text from a book by:

- Using the select and copy items from the "Edit" menu.
- Using hot keys.

Table

Function	Key Press
Select all content	CTRL + A
Select next word	CTRL + SHIFT + RIGHT ARROW
Select previous word	CTRL + SHIFT + LEFT ARROW
Expand selection forward	SHIFT + RIGHT ARROW
Expand selection backward	SHIFT + LEFT ARROW
Copy text	CTRL + C

Notes:

- EasyReader will respect any copy protection rules defined in a protected DAISY book.
- Copying includes only text. You do not copy images or any text formatting.

- If you have not selected any text then the "Copy text" command will copy the currently highlighted text.
- If you use the mouse, then you can use the same method to select text as you do to select text on a web page.

## Search and find words

You can search for all occurrences of a word in your book or find the next occurrence of a word on the current page.

### Search for all occurrences of a word

1. Open the "Tools" menu.
2. Choose the "Search" item. This will open the "Search" property page.
3. Type the word or phrase you want to look for in the "Search for" edit box.
4. Choose the "Search" button to begin the search. When the search is completed the results will be shown in the "Results" list.
5. Select an item from the "Results" list to move to that position in the book.

The search results will be kept until you search for another word or phrase or open a new book.

### Find a word



1. Open the "Tools" menu.
2. Choose the "Find a word" item. This will place the focus in the "Find" edit box in the EasyReader toolbar.
3. Type the word or phrase you want to look for.
4. Choose the "Find" button to begin the search. When a match is found the word or phrase will be highlighted in the reading window.

Press F3 to find the next occurrence of the word. Press SHIFT + F3 to find the previous occurrence of the word. Choosing "Play" will start the reading from the new position.



Note that "Find a word" will look in the current document. Depending on the structure of the book this might be a single page, chapter or the complete book.

## Bookmarks

You can mark important points in a book by inserting a bookmark. The number of bookmarks you can add is unlimited and each bookmark can include a note in both text and audio form.

The position of a bookmark in the reading window is shown with an icon and can also be indicated with an audible chime during reading.

### Add a bookmark

1. Open your book.
2. Go to the place you want to insert a bookmark.
3. Open the "Edit" menu.
4. Open the "Bookmark" sub-menu.
5. Select "Add a bookmark" item. This will open the "Add a bookmark" dialog box.
6. Type a label for the bookmark and add any comments that you want to add in the available edit box. You can use the "Record" button if you want to add an audio message. You will require a microphone connected to your computer to record audio.
7. Choose the "OK" button.

Note that the reading of the book will stop when the "Add a bookmark" dialog box is opened. The "Add a bookmark" dialog box can also be opened using a hot key.

Table

Function	Key Press
To add a bookmark	CTRL + B

### Add a quick bookmark

1. Open your book.

2. Go to the place you want to insert a quick bookmark.
3. Open the "Edit" menu.
4. Open the "Bookmark" sub-menu.
5. Select "Add a quick bookmark" item.

Note that the adding of a quick bookmark does not stop the reading of your book and does not contain any text or audio comments. A quick bookmark can also be added using a hot key.

Table

Function	Key Press
To add a quick bookmark	CTRL + SHIFT + B

## Go to a bookmark

1. Open your book.
2. Open the "Edit" menu.
3. Open the "Bookmark" sub-menu.
4. Select "View bookmarks" item. This will open the "Bookmarks" property page.
5. Select your bookmark from the "Bookmarks" list.

You will be moved to the bookmark position in the open book.

## View, edit and remove bookmarks

### View and edit a bookmark

1. Open your book.
2. Open the "Edit" menu.
3. Open the "Bookmark" sub-menu.
4. Select "View bookmarks" item. This will open the "Bookmarks" property page.
5. Select your bookmark from the "Bookmarks" list. Your open book will move to the bookmark position.
6. Choose the "Edit" button to view and edit your bookmark.

## Remove a bookmark

1. Open your book.
2. Open the "Edit" menu.
3. Open the "Bookmark" sub-menu.
4. Select "View bookmarks" item. This will open the "Bookmarks" property page.
5. Select your bookmark from the "Bookmarks" list. Your open book will move to the bookmark position.
6. Choose the "Remove" button to remove your bookmark.

## Book Shelf

### Open a book you have recently read



1. Open the "File" menu.
2. Choose the "Book Shelf" item. This will show the "Book Shelf" dialog box with the focus on the first item under the "Recent" branch. The "Recent" branch displays the last 15 books you have read.
3. Select the book you want to read.
4. Choose the "Read Now" button.

If your book is not listed amongst the last 15 books you have read then:

1. Select the "Recent" item in the "Book Shelf" dialog box.
2. Select the book you want to read from the book list. The book list shows all books you have previously read based on the "How long should recent books be stored?" value.
3. Choose the "Read Now" button.

Notes:

- You can add books to your Favourites list to make them easier to find. To do this you must select your book in the "Recent" list and then choose the "Add to favourites" button.

- You can have books you have read from a CD/DVD shown in the "Recent" list. To do this you must choose the "Removable media" option and then select the "Add books located on CD/DVD to Recent list" check box.
- The book list is shown in a standard list view with headings. Clicking on the column heading will sort the list into the ascending and then descending order. The list is also keyboard sensitive so pressing each key on the keyboard will move you to a matching item in the list.

## Add a book to your Favourites list



The Book Shelf contains a Favourites list. You can add books to this list to make it easier to find them in the future.

To add a book to your Favourites list:

1. Open the "File" menu.
2. Choose the "Book Shelf" item. This will show the "Book Shelf" dialog box.
3. Select the book you want to add to your Favourites list.
4. Choose the "Add to favourites" button.

You can add as many books as you want to your Favourites list. This includes books found on removable media like a CD/DVD.

## Restrict the number of books shown



You can restrict the number of books that are shown in the "Recent" book list.

To do this:

1. Open the "File" menu.
2. Choose the "Book Shelf" item. This will show the "Book Shelf" dialog box.
3. Select the "Recent" item in the "Book Shelf" dialog box. This will show your book list plus other settings.
4. In the "How long should recent books be stored?" list box select your time value.

## Remove books from your Book Shelf



You can remove books from

- Your "Recent" book list
- Your "Favourites" book list.

### Remove books from your "Recent" book list

1. Open the "File" menu.
2. Choose the "Book Shelf" item. This will show the "Book Shelf" dialog box.
3. Select the "Recent" item in the "Book Shelf" dialog box. This will show your "Recent" book list.
4. Select the book you want removed from your list.
5. Choose the "Remove" button.

### Remove books from your "Favourites" book list

1. Open the "File" menu.
2. Choose the "Book Shelf" item. This will show the "Book Shelf" dialog box.
3. Select the "Favourites" item in the "Book Shelf" dialog box. This will show your "Favourites" book list.
4. Select the book you want removed from your list.
5. Choose the "Remove" button.

## Change the voice settings

### Change the speed of the reading voice

You can change the speed of the reading voice by:

- Using the slider in the EasyReader toolbar.
- Using the speed items from the "Tools" menu.

- Using hot keys.

Table

Function	Key Press
To slow down the speed of the reading voice	CTRL + SHIFT + -
To increase the speed of the reading voice	CTRL + SHIFT + +
To reset the reading voice to normal	CTRL + SHIFT + 0

## Change the volume of the reading voice

You can change the volume of the reading voice by:

- Using the slider in the EasyReader toolbar.
- Using the volume items from the "Tools" menu.
- Using hot keys.

Table

Function	Key Press
To reduce the volume of the reading voice	ALT + -
To increase the volume of the reading voice	ALT + +
To mute the volume (repeat the key press to restore the volume)	ALT + 0

## Change length of pause between phrases

You can change the length of pause between phrases. This can be done through the "Tools" menu or by using controls available in the "Settings" options.

To do this:

1. Open the "View" menu.
2. Choose the "Settings" item. This will open a property page showing the "Settings" options.
3. Use the "Pause playback" slider to set the time interval between phrases.

Notes:

- Setting a pause playback of 0% will disable pause playback.
- Setting a pause playback of 100% will turn on the "Auto Stop" option. Auto Stop means reading will stop after each phrase. You can then use Play or navigation keys to progress to the next phrase.

## **Change to your personal reading voice**

You can listen to a book using the audio supplied with the book or by using your personal reading voice.

Your personal reading voice is a synthetic voice. A synthetic voice is a computer generated voice that is available on your computer. You may have a number of different synthetic voices to choose from.

To use your personal reading voice for reading:

1. Open the "View" menu.
2. Choose the "Book Voice" item. This will open a property page showing the "Book Voice" settings.
3. Choose "Always use my reading voice".

Note that you only need to change to using your personal reading voice when the content is available in both text and audio and you prefer not to listen to the provided narration. Books that do not contain audio will always be read using your personal voice, irrespective of your chosen audio output.

Books that contain only audio must be read using the provided narration. You must ensure "Use voice from the book when available" is chosen in the "Book Voice" settings to have the audio played.

## **Change the appearance of the reading window**



You can change the color of the text, the background color and the highlight color of the reading window.

### **Change the size of the text**

You can change the size of the text in the reading window by:

- Using buttons available in the EasyReader toolbar.
- Using items from the "Tools" menu.
- Using hot keys.

Table

Function	Key Press	Icon
To zoom out (making the text smaller)	CTRL + -	
To zoom in (making the text larger)	CTRL + +	
To reset size to normal	CTRL + 0	

## Change the reading window colors

1. Open the "View" menu.
2. Choose the "Style" item. This will open a property page showing the "Style" settings.
3. Select the style you want to apply from the "Style Sheet" list (a style sheet is a set of values that control the color and text used in the reading window).

You can also switch between the different styles using a hot key.

Table

Function	Key Press
To switch to a different style for the reading window	F9

You can further customise the reading window by setting your own background color and text color. These settings are also found in the "Style" property page.

### Important Note

If you use the Accessibility features in Internet Explorer to ignore colors and font styles on web pages then the Internet Explorer settings will prevent the EasyReader settings being applied.

## Change the appearance of the highlight

EasyReader can highlight the current phrase or word that is being read in the reading window. You can change the appearance of the highlight, setting both color and text styles.



To do this:

1. Open the "View" menu.
2. Choose the "Highlight" item. This will open a property page showing the "Highlight" settings.
3. Select the colors and text styles you want to use from the available options.

## Accessibility options

### Use the keyboard

You can access all parts of EasyReader by using the keyboard or by using the mouse.

You can move through the different parts of the EasyReader window using the following hot keys:

Table

Function	Key Press
Go to the menu bar	ALT
Go to the previous item in the window (this can be a button, check box, radio button, etc.)	SHIFT + TAB
Go to the next item in the window (this can be a button, check box, radio button, etc.)	TAB
Previous view (group of controls)	CTRL + SHIFT + F6
Next view (group of controls)	CTRL + F6

All other hot keys in EasyReader are shown beside the related menu item and are described throughout the help. You can also learn the EasyReader hot keys using the "Key Describer Mode".

### Learn the hot keys

You can learn the EasyReader hot keys by using Key Describer Mode. You can also use this mode to confirm that the hot key you are about to press is the correct one.

When you use Key Describer Mode the keyboard will be locked, preventing key presses being passed through to EasyReader. Instead a description of the hot key will be spoken when a matching key combination is pressed.

Note that you must have "Speak To Me" turned on in order to use Key Describer Mode. Speak To Me is an accessibility feature that will read aloud controls such as the menus, buttons and dialogs that are part of EasyReader.

To turn on Key Describer Mode:

1. Open the "Tools" menu.
2. Choose the "Key Describer Mode" item.

You can exit Key Describer Mode by doing a mouse click or by pressing the Key Describer Mode hot key.

Table

Function	Key Press
To turn on or off Key Describer Mode	CTRL + SHIFT + F1

## Read menus, buttons and dialogs

You can have EasyReader read aloud the menus, buttons and dialogs that are part of EasyReader. This makes EasyReader behave like a screen reader. This feature is called "Speak To Me".

To turn on Speak To Me:

1. Open the "Tools" menu.
2. Choose the "Speak To Me" item.

You can turn Speak To Me off by repeating these steps.

Speak To Me can also be turned on or off with a hot key.

Table

Function	Key Press
To turn on or off the reading of menus, buttons and dialogs	CTRL + F1

## Change the Speak To Me settings

You can change the voice, speed, pitch and volume of the Speak To Me voice. The voices that you can choose from are the synthetic voices that you have on your computer.

To change the Speak To Me voice settings:

1. Open the "View" menu.
2. Choose the "Speak To Me" item. This will open a property page showing the "Speak To Me" settings.
3. Choose your voice from the available list.
4. Change the speed, volume and pitch by moving each slider in turn.
5. Choose the "Test" button to hear sample text spoken by the chosen voice at its current settings.

If you have Speak To Me turned on then changes you make will be applied as they are made.

## **Use your system colors**

The EasyReader window uses its own colors to display text, menus and dialogs. If you find these colors difficult then you can set EasyReader to use the same colors that you use in Windows.

To change EasyReader to use your Windows color scheme:

1. Open the "View" menu.
2. Choose the "Settings" item. This will open a property page showing the "Settings" options.
3. Select "Respect Windows color settings".

The change will affect all menus, buttons and dialogs in EasyReader. The change does not affect how the Talking Book content is displayed in the reading window.

## **View Scalable Vector Graphics (SVG)**

To view SVG images requires the presence of a compatible third party program. You can download and install IVEO Viewer, a free program supporting SVG images, from:

<http://downloads.viewplus.com/software/IVEOViewer/>.

When you encounter an SVG image in a book, you will receive an audible chime.

To view the image, click the image with the mouse pointer or position the highlight on the image and press CTRL+K. The image opens in the compatible viewer.

# Full hot key list

Table

Function	Key Press
Open	CTRL + O
Book Shelf	CTRL + SHIFT + O
Open from Clipboard	CTRL + V
Where am I?	CTRL + I
Book information	CTRL + SHIFT + I

Add / edit Bookmark	CTRL + B
Quick Bookmark	CTRL + SHIFT + B
View Bookmarks	CTRL + SHIFT + F8

Copy text	CTRL + C
Select all text	CTRL + A
Select next word	CTRL + SHIFT + RIGHT ARROW
Select previous word	CTRL + SHIFT + LEFT ARROW
Expand selection forward	SHIFT + RIGHT ARROW
Expand selection backwards	SHIFT + LEFT ARROW

View tab for Headings	CTRL + 1
View tab for Nav points	CTRL + 2
View tab for Bookmark	CTRL + 3
View tab for Search	CTRL + 4
View tab for Highlight	CTRL + 5
View tab for Style	CTRL + 6
View tab for Voice	CTRL + 7
View tab for Speak to me	CTRL + 8
View tab for Settings	CTRL + 9
Switch Views	CTRL + F6 or CTRL + SHIFT + F6
Zoom In	CTRL + +
Zoom Out	CTRL + -
Zoom Reset	CTRL + 0
Switch Styles	F9 or SHIFT + F9
Style Reset	CTRL + SHIFT + F9

Play / Pause	F5 or SPACEBAR
Previous Phrase	F4 or LEFT ARROW
Next Phrase	F6 or RIGHT ARROW
Previous Heading	F7 or UP ARROW
Next Heading	F8 or DOWN ARROW
Go to page	CTRL + G
Previous page number	CTRL + PAGE UP
Next page number	CTRL + PAGE DOWN
10 Seconds Back	CTRL + F7
10 Seconds Forward	CTRL + F8
Go to navigable item	CTRL + K
History forward	ALT + RIGHT ARROW
History backward	ALT + LEFT ARROW
Go to start	CTRL + HOME
Go to end	CTRL + END
Open SVG image	Highlight image and press CTRL + K

Search	CTRL + SHIFT + F
Find a word	CTRL + F
Find next	F3
Find previous	SHIFT + F3

Volume up	ALT + +
Volume down	ALT + -
Mute volume	ALT + 0
Speed up	CTRL + SHIFT + +
Speed down	CTRL + SHIFT + -
Speed normal	CTRL + SHIFT + 0

Speak to me on / off	CTRL + F1
Speak to me mute	CTRL
Speak to me last message	ALT + F1
Key describer mode	CTRL + SHIFT + F1

Help	F1
About	F12