



Learning Ally™ ReadHear™ by gh for PC Quick Start Guide

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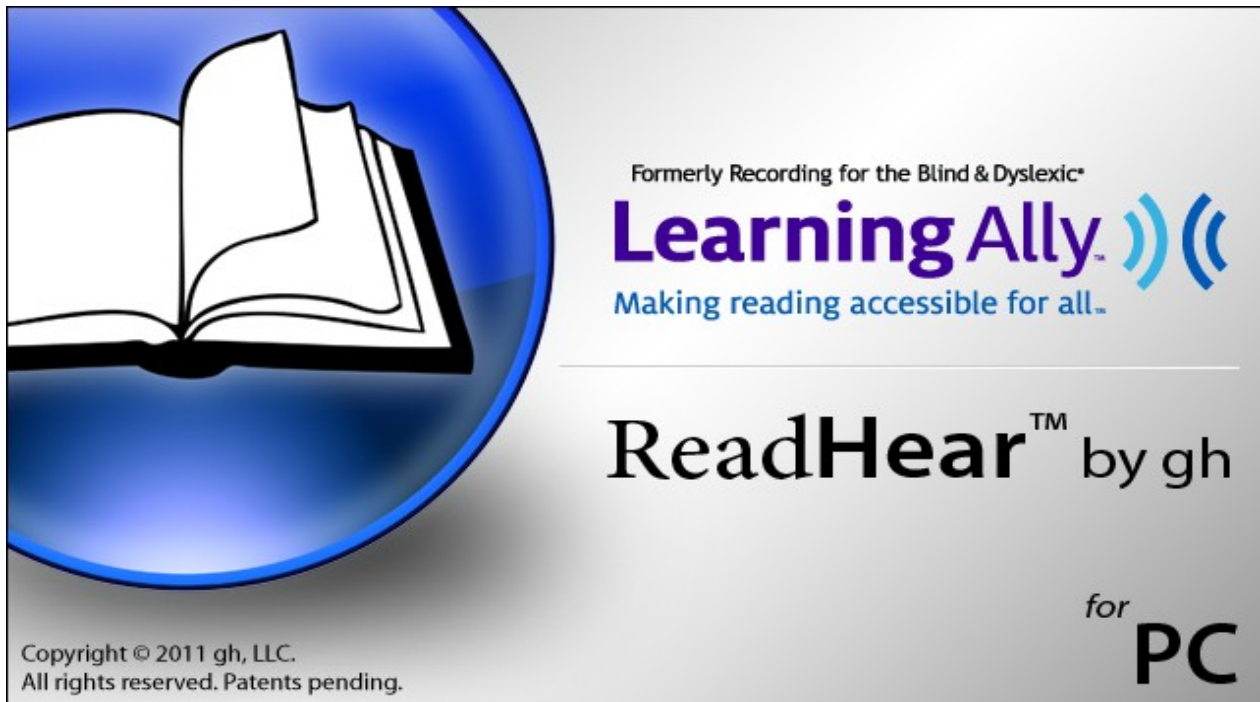


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Introduction

Welcome to the Learning Ally ReadHear PC Quick Start Guide. This guide was designed to make it easier for you to discover the features of Learning Ally ReadHear and provide a brief overview on how to use the software. To help you get started, this guide is available in a variety of formats which include DTB, PDF, Braille and HTML.

What is Learning Ally ReadHear?

Overview

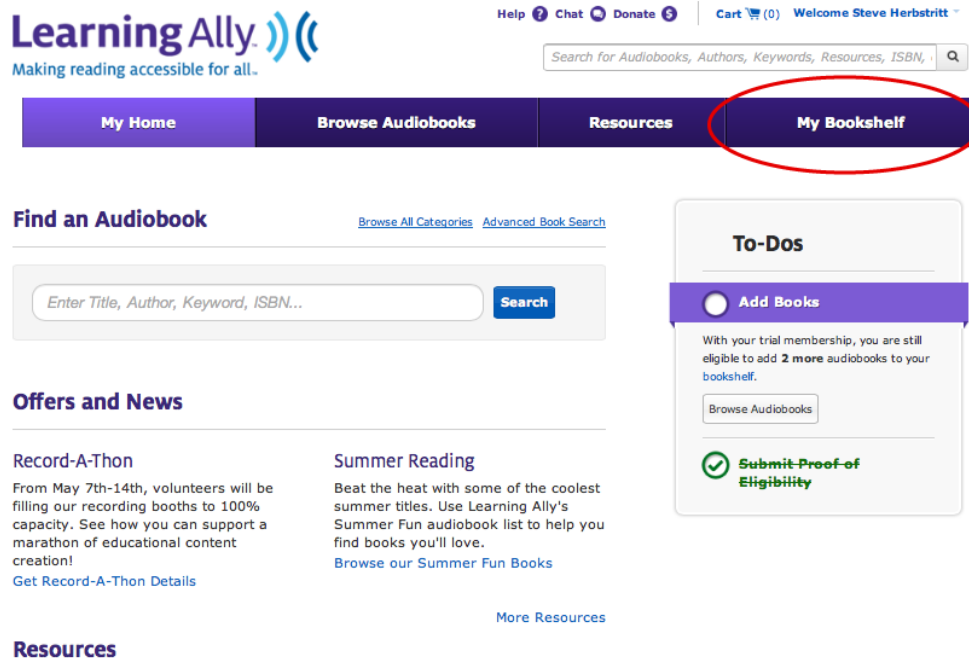
Learning Ally ReadHear is software designed to allow persons with print disabilities to quickly and easily access content. Learning Ally ReadHear is a Section 508 compliant software player that provides complete access to Learning Ally DAISY Audiobook content.

Minimum PC System Requirements

- Pentium II Processor
- 128 MB RAM
- Windows 2000 or later
- Microsoft Internet Explorer 6.0 or higher
- Sound card (required for speech output)

Getting Started

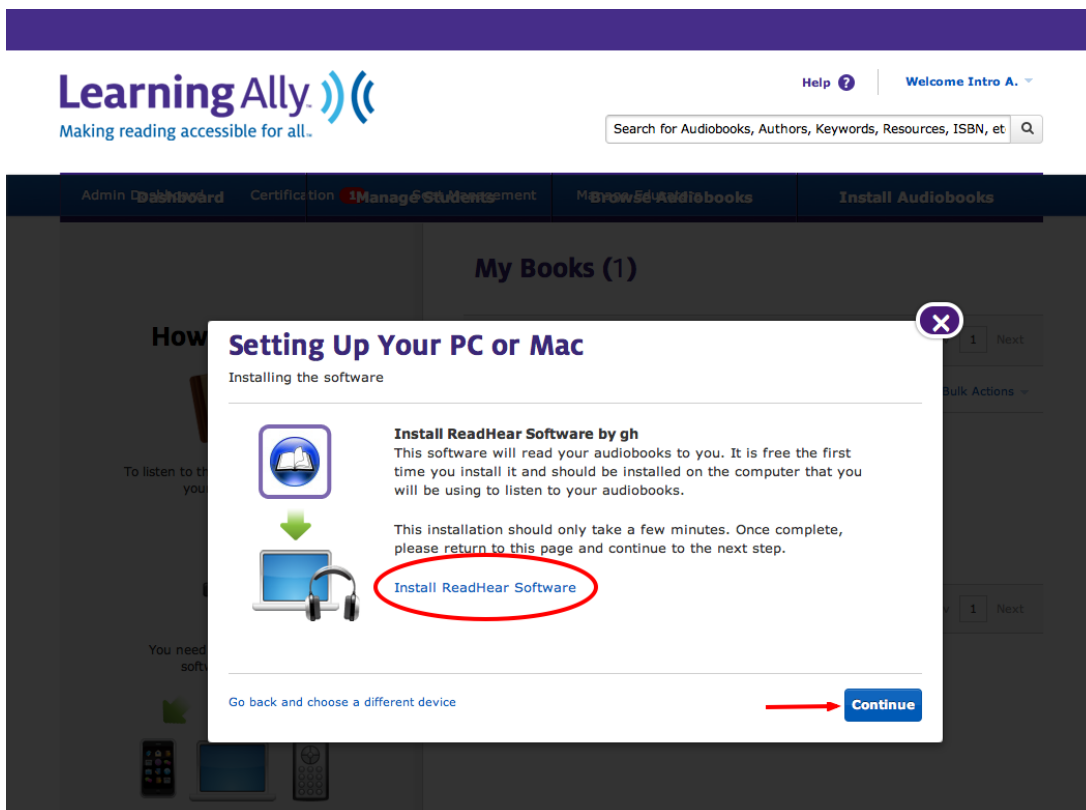
1. Log into your [Learning Ally Online Account](https://www.LearningAlly.org/https://ttallyuat.learningally.org/login.aspx) (<https://www.LearningAlly.org/https://ttallyuat.learningally.org/login.aspx>) and visit the My Bookshelf Page.



- From the menu on the left, choose to Access Audiobooks



- If you don't yet have ReadHear installed, choose the Install ReadHear Software link. If you already have it, simply the PC or Mac option for listening to your audiobooks and hit Continue. If you already have ReadHear installed, you may skip the next step. If you do not, follow the instructions for installing ReadHear.



Installation

Before you start, you will need:

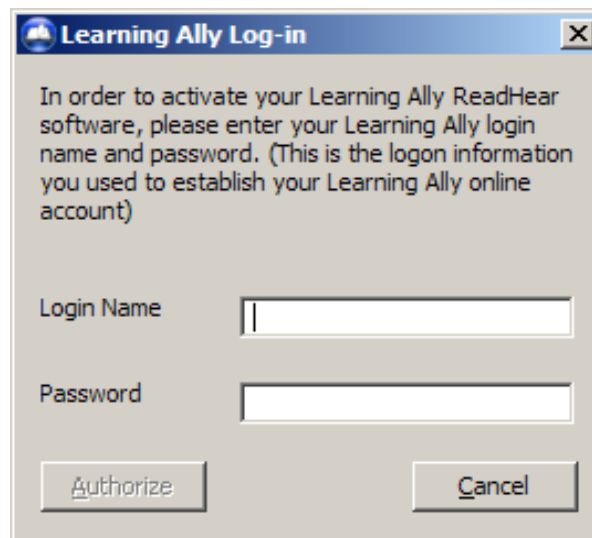
- ✓ Your Learning Ally online account login name and password.
- ✓ If you do not remember your online account information, visit www.LearningAlly.org/login.aspx and choose the Forgot Password option.
- ✓ You can also contact member support 800-221-4792 or email Custserv@LearningAlly.org.

Install the software; use the **express settings**, and install all components.

1. Depending on your computer's configuration, you may be prompted to restart your computer. If the computer does not prompt you to restart, skip to step 3.
2. Launch Learning Ally ReadHear from the desktop or start menu.
3. You will be prompted to activate your software.

Activating Your Software

When you launch Learning Ally ReadHear for the first time, you will be prompted to enter your Learning Ally login credentials.

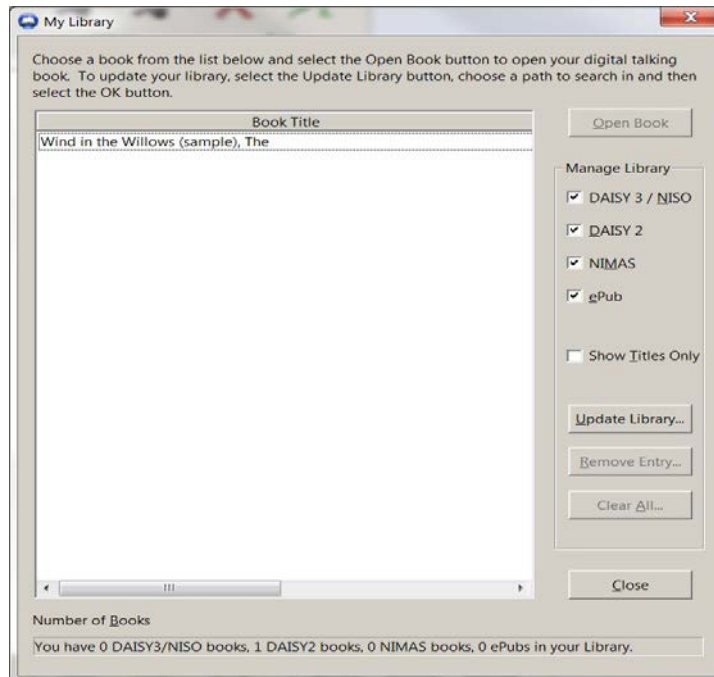


The image shows a Windows-style dialog box titled "Learning Ally Log-in". The dialog box has a blue header bar with the title and a close button (X). The main content area is light gray and contains the following text: "In order to activate your Learning Ally ReadHear software, please enter your Learning Ally login name and password. (This is the logon information you used to establish your Learning Ally online account)". Below this text are two input fields: "Login Name" and "Password". At the bottom of the dialog box are two buttons: "Authorize" and "Cancel".

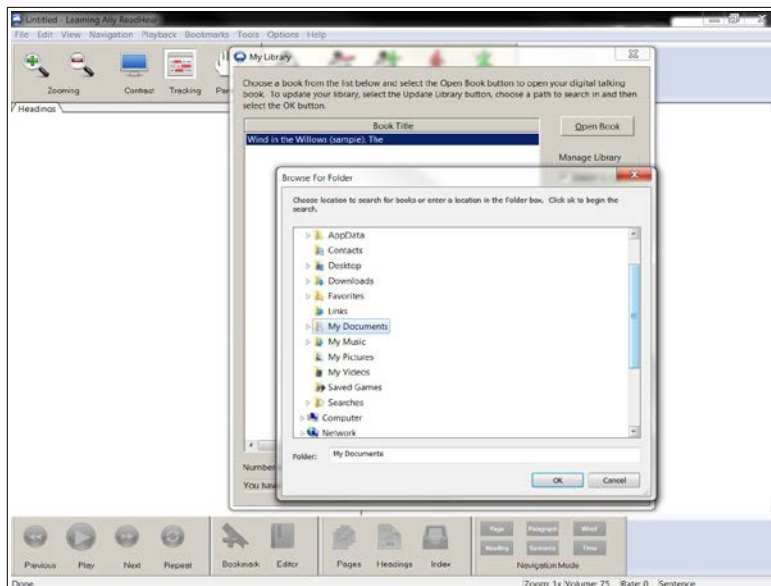
Fill in your details, and then click **Authorize** to activate Learning Ally ReadHear software. If you have problems activating the software, contact Learning Ally support at Custserv@LearningAlly.org or call Member Support at 800-221-4792.

Adding a Book to Your Library

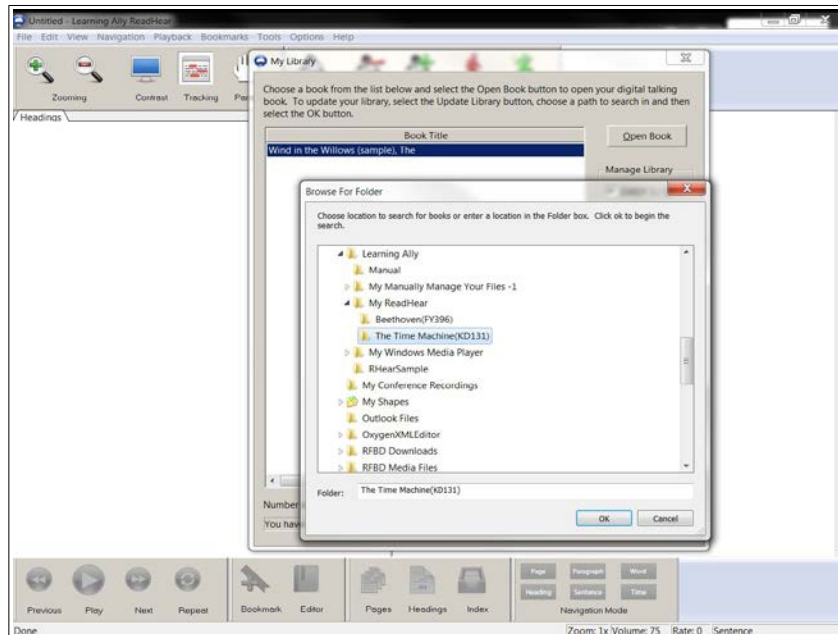
1. Open Learning Ally ReadHear, My Library opens automatically.



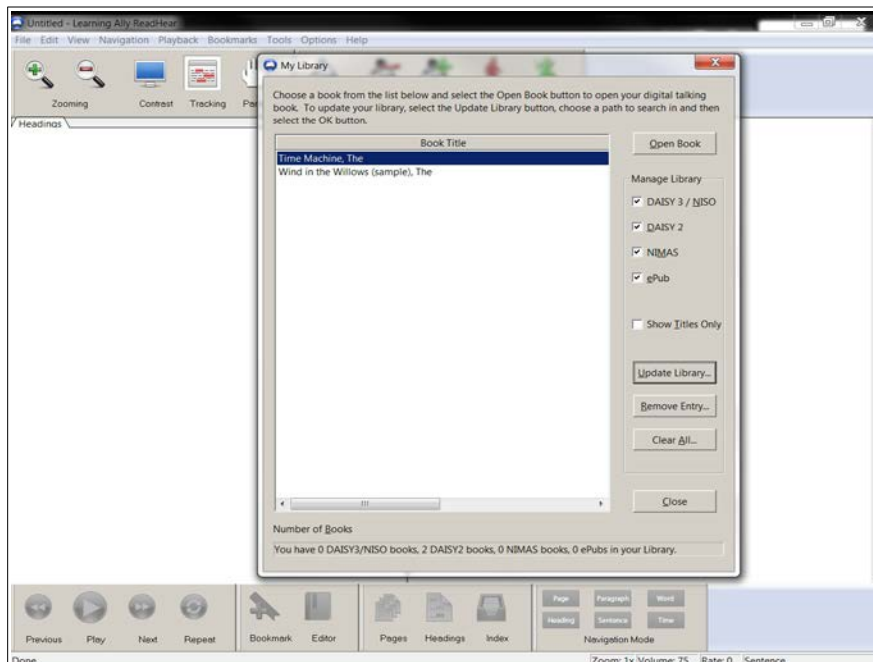
2. Click the "Update Library" button on the right.



3. Navigate to where your Learning Ally DAISY books are stored (the default folder is usually Learning Ally). Click OK to Add the Book to your Library.



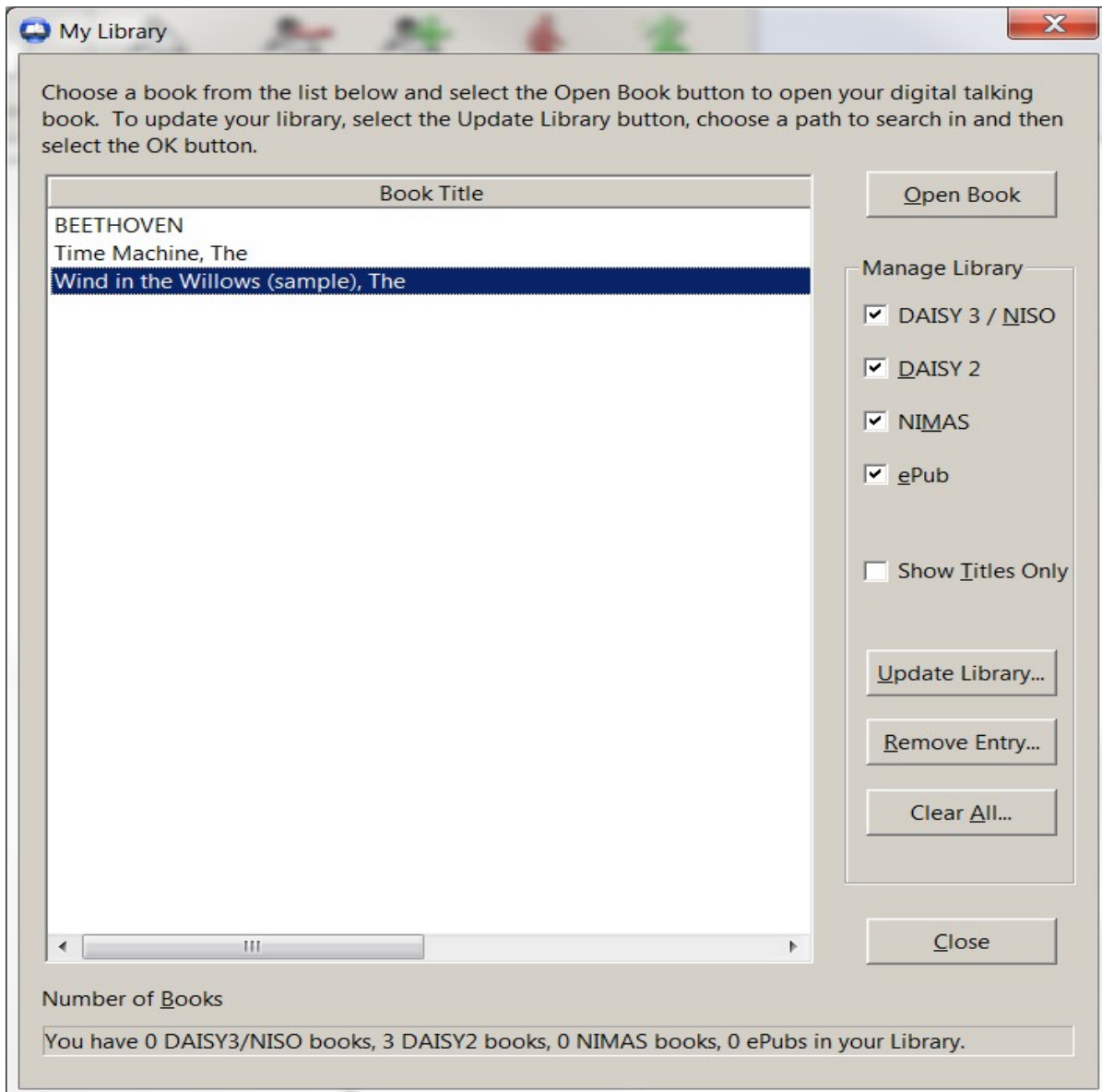
4. The book will now be added to My Library.



Opening a Book from My Library

After Learning Ally ReadHear is activated, My Library opens automatically.

Included with Learning Ally ReadHear is a sample book, an excerpt from *The Wind in the Willows*. To explore the various features of Learning Ally ReadHear, select this title using the arrow keys on your keyboard, and then press Enter.




Alternatively, you can open a book without adding it to My Library. Press Escape and select File → Open (Ctrl + O).

You can return back to My Library any time by pressing Ctrl+ L.

Reading a Book

To begin reading your book, press the Space bar or click the Play button on the toolbar.



If your keyboard has multimedia keys, such as Play, Rewind, and Fast Forward, you may also use these to control Learning Ally ReadHear.

Task	Key(s)	Toolbar
Play or pause	Space bar	

Navigation

Use the left and right arrow keys to skip forward or backward in your book. To change the navigation mode, use the up and down arrow keys. This will allow you to skip directly ahead to headings, chapters, or pages in your book.

In "time mode", you can skip forward or backward in time like a CD or MP3 player. To set how far ahead or back Learning Ally ReadHear should move, press Ctrl + T. If you wish to change the default increment time, select Options → Customize... → Audio tab → Audio Navigation.

Task	Key(s)	Toolbar
Navigate forward or backward	Right arrow Left arrow	
Change navigation mode	Down arrow up arrow	

Heading and Page Navigators

The Heading Navigator (Ctrl + H) displays a list of every heading in your book. You can jump to any of these headings by selecting one and pressing Enter.


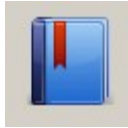
Similarly, the Page Navigator (Ctrl + P) allows you to jump to any page in your book.

When you get lost in a document




If you lose your place, you can use "Where am I?" Function key F2 to find your place.

Adding Bookmarks

To return to a particular paragraph or sentence, simply add a bookmark. Use (Ctrl + B) to return to the bookmark at a later time, using the Bookmark Editor or the Navigation Pane.

Task	Key(s)	Toolbar
Add a bookmark	Ctrl + B	
Open Bookmark Editor	Ctrl + E	

Audio Control

Task	Key(s)	Toolbar
Mute	F7	
Increase or decrease speech volume	Ctrl + Alt + Plus Ctrl + Alt + Minus	
Increase or decrease speech speed	Ctrl + Alt + Page Up Ctrl + Alt + Page Down	

Keyboard Shortcuts

Task	Key(s)
Play or pause	Space bar
Stop player voice	Ctrl
My Library	Ctrl + L
Open book	Ctrl + O
Close book	Ctrl + W
Go forward or backward	Right arrow Left arrow
Change navigation mode	Down arrow Up arrow
Increase time increment (for Time mode)	Ctrl + T
Where Am I?	F2
Increase or decrease volume	Ctrl + Alt + Plus Ctrl + Alt + Minus
Increase or decrease volume	Ctrl + Alt + Plus Ctrl + Alt + Minus
Increase or decrease speech rate	Ctrl + Alt + Page Up Ctrl + Alt + Page Down
Repeat	Ctrl + R
Mute	F7
Page Navigator	Ctrl + P
Heading Navigator	Ctrl + H Ctrl + S
Zoom in or zoom out	Ctrl + Plus Ctrl + Minus
Contrast on/off	F5
Tracking on/off	F6
Panning on/off	F8
Insert bookmark	Ctrl + B
Bookmark Editor	Ctrl + E
Find	Ctrl + F
Find next	F3
Open User Guide	F1
Open Keyboard Shortcuts Reference	Shift + F1
Launch Learning Ally ReadHear from desktop	Ctrl + Alt + G
Restore default settings	Ctrl + Shift + R

Advanced Keyboard Shortcuts

My Library

Task	Key(s)
Select book title	Down arrow Up arrow
Open selected book	Alt + O
Sort by title	Ctrl + T
Sort by type	Ctrl + Y
Sort by path	Ctrl + P
Sort by date	Ctrl + D
Voice number of books	Ctrl + B
Update library	Alt + U
Remove book	Alt + R
Clear all entries	Alt + A

Announcements

Task	Key(s)
Elapsed time in book	F12
Time of day	Ctrl + F12
Date	Shift + F12
Book information	F4

Visual Adjustments

Task	Key(s)
Hide or show Accessibility toolbar	F10
Full screen on/off	F11

Navigation

Task	Key(s)
Hide or show Accessibility toolbar	F10
Full screen on/off	F11

Bookmark Editor

Task	Key(s)
Delete selected bookmark	Ctrl + D
Rename selected bookmark	Ctrl + N
Import bookmark segment to Notes	Ctrl + I
Print selected bookmark	Ctrl + P

Tips

1. You can set Learning Ally ReadHear to continue reading in the background while you are working in other programs. Select "Keep reading while using other programs" in the Customize dialog under the General tab.
2. The Navigation Pane shows the headings, bookmarks, and pages of a book. It can quickly help you navigate through a book. To hide the Navigation Pane, select View → Navigation Pane.
3. Use bookmarks to help you navigate through books that don't have pages or heading levels.
4. You can press Escape to close dialog boxes, such as the Library, Heading Navigator, and Bookmark Editor.

Contact & Support

For additional help or technical support with Learning Ally ReadHear:

- LearningAlly.org/ReadHear and www.learningally.org/help
- Email Learning Ally's Member Support at Custserv@LearningAlly.org
- Call 1-800-221-4792.

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