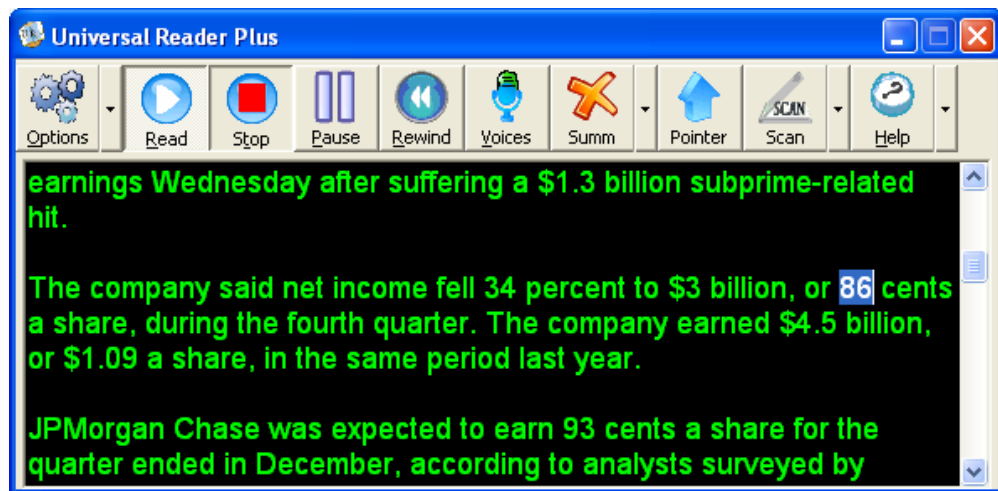


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An Easy To Use Reading Utility That Can Scan

# Universal Reader Plus<sup>©</sup> With Talking Pointer & Auto Summary



Using "Exact Match" Scanning Technology

By Premier Assistive Technology, Inc.

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## Table Of Contents

Copyright .....	2
Hot Key List.....	5
Watch A Video .....	5
The Universal Reader Plus.....	5
What Does It Do?.....	6
How Does It Work? .....	7
The Program.....	8
Options.....	8
Voice Settings .....	10
Voice Settings .....	10
Read .....	11
Stop .....	11
Pause .....	11
Rewind .....	12
Voices .....	12
Summ – Summary.....	12
Scan.....	12
Help.....	12
The Talking Pointer .....	13
Talking Pointer.....	13
Starting the Talking Pointer .....	14
The Talking Pointer Main Window .....	14
Turning the Talking Pointer On or Off.....	15
Selecting a Voice .....	15
Controlling the Voice – Delay .....	15
Pausing the Speaking .....	16
Closing the Talking Pointer Window .....	16
Using the Talking Pointer .....	16
Scanning.....	17
Scan Options .....	17
Summary – Auto Summary .....	19
Summary Options .....	19
Appendix A File Formats.....	21

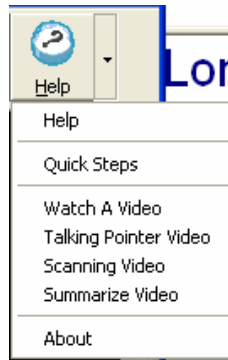
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## Hot Key List

Press CTRL+F6 to wake up the Universal Reader Plus and start reading.  
Press CTRL+F7 to wake up the Talking Pointer.  
Press CTRL+Left Arrow to turn on the Talking Pointer.  
Press CTRL+Right Arrow to turn off the Talking Pointer.  
Press the Pause key to stop the Talking Pointer from reading the current information.

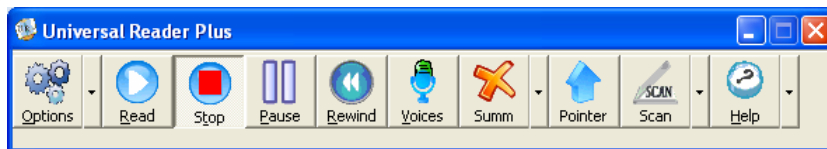
## Watch A Video

To see how to effectively use Universal Reader Plus, watch the built-in training video. Just click on the Down Arrow next to the Help icon and then select the “Watch A Video” option.

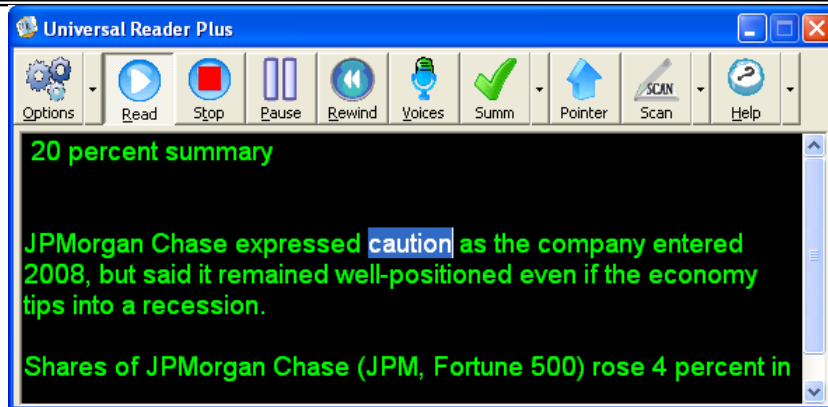


## The Universal Reader Plus

The Universal Reader Plus is a very easy-to-use utility that reads to you. The best part is that it works with virtually any application. Use it to read your email, your MS WORD documents and even PDF files. It is as simple as selecting what you want it to read, then clicking on the floating toolbar and it starts to read. It takes about 2 minutes to install and even less time to learn how to use it.



Use it with or without a “view window” (see next page).



## ***What Does It Do?***

Universal Reader Plus reads to you and only when you want it to. It is not a “screen reader” that reads everything to you and produces a constant chatter. The Universal Reader Plus is silent until you want it to read. The handy floating window makes it easy to use. You click on the Mouth to read, the Stop Light to stop, the Yellow Light to pause and the Rewind button to start over from the beginning.

The floating toolbar can be set so that (1) it is always “on top”, (2) it can be minimized onto the status bar or (3) it can be running behind everything as you do other activities. The Universal Reader Plus has a view window, which will display what is being read. If you only want to listen without reading, you can close this window and still have the toolbar active. To make viewing easier, you can change the text and background color, select a font and enlarge the font up to 5 times its original size. It even highlights the word as it is being read.

Universal Reader Plus can summarize documents on the fly. If there is a green check on the Summ button, in addition to reading you the information, it will summarize whatever you have selected and will read you just a summary. This can save you a significant amount of time when reading a large article or complicated documents. If you want to read the entire document, click on the Summ button. This will turn the green check to a red X. When you have a red X, the Universal Reader Plus will read the entire selected text.

The most useful part is that it works with virtually every application on your computer from Microsoft Word to Microsoft Outlook. If you are in a window that has selectable text, the Universal Reader Plus can read it.

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## How Does It Work?

If you want to read ANY type of text from your computer screen, all you have to do is (1) highlight what you want to read, (2) hold down the CTRL key and (3) tap the F6 key. The Universal Reader Plus will then start reading to you. It is just that simple. Use it to proofread your documents, read your emails and even listen to a web page. It is truly a “Universal” Reader. It has the following features:

- Selectable voices- it comes with many voices from which to pick. The AT&T Natural Voices™ are included when it is ordered on CD.
- Auto Summary – when the summary is turned on, it will give you a summary of what you selected. When you turn it off, it will read everything you have selected.
- Adjustable speaking speed and pitch.
- Scans any hardcopy text and retains all original page content and images.
- View window – displays what is being read.
- Highlights the word as it is read.
- Adjustable fonts and font sizes.
- Fully Adjustable View Window- make it any size you want.
- Auto Hide when finished reading.
- Choice of small or large icons on the floating toolbar.
- Selectable colors for the foreground and background.
- The ability to keep the toolbar on top at all times.
- Works with ALL programs.
- Can read PDF files, web pages and even Help files.
- Repeats words as you type them into any application.
- Echoes the keys back to you as you press them.
- You can have Universal Reader Plus read what you copy to the clipboard or have it automatically get the text for you.

The Universal Reader Plus is always ready to read to you. You only need to start the Universal Reader Plus once. The first time you run it, an icon will appear in



your system tray in the lower right hand corner of the screen. You can use your mouse and right click on the icon to display the menu. Then, you can click on “Display UReader” or you can press CTRL+F6. No matter where you are or what program you are in, if you press CTRL+F6, the Universal Reader Plus will be displayed.

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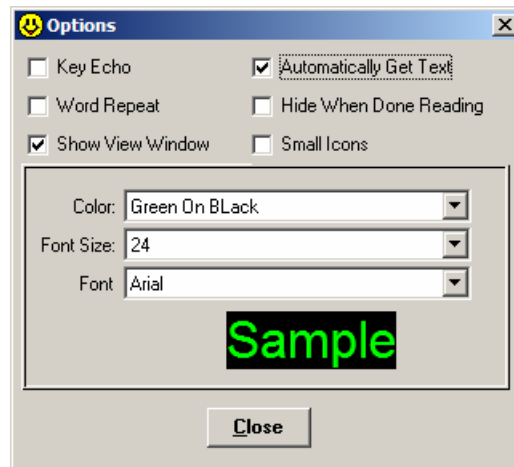
## The Program

The Universal Reader Plus is designed to be an easy-to-use utility that assists individuals in the task of reading. It is fun and can be very useful when you do not have time to read a lengthy document or if you are trying to proofread a document you created. You will be surprised just how easy it is to hear your own grammatical and spelling errors.

## Options

The Universal Reader Plus is very easy to use. To make your reading experience more enjoyable, we have given you some additional options, including the ability to change colors, fonts, and font size.

**Options:** When you click on the Options button or select the Options menu item from the drop down list, the following window will be displayed:



There are four options on this window and a sample so that you can see what the options look like once you have selected them.

**Key Echo:** When the Key Echo is checked, every key that you press will be echoed back to you. This can really be useful for data entry. It will work for every application, including Microsoft Excel.

**Word Repeat:** Word Repeat is a lot like Key Echo except it waits until you have completed a whole word and then repeats the word to you. This can be very helpful when filling out forms.



**Automatically Get Text:** When the Automatically Get Text check box is checked, the Universal Reader Plus will try to get the highlighted text from the application you were previously using. If you would like to manually copy text to the clipboard and have it read only what you copy, remove the check from this check box.

**Show View Window:** When this box is checked, the view window will be displayed. The view window will display the information being read. Each word is highlighted as it is spoken. This option needs to be checked in order to change the rest of the options on the windows.

**Color:** The Universal Reader Plus has predefined color schemes. Select the one you want from the drop down list and you see the “Sample” text change to this selection.

**Font Size:** The font size is the size of the font being displayed in the view window. This is the size of the font that will be used in the view window regardless of the size of the original text.

**Font:** The font is the default font used for reading. You can select a font that works best for you. This will be the font used regardless of the original font style being used.

**Close:** There is no Save or Cancel button on the Option window. If you click on the Close button, the options that you have selected will be the ones used. When you close the Universal Reader Plus and open it again, these will be the same settings used.

**Hide When Done Reading:** You can have the Universal Reader Plus automatically disappear when it is finished reading. To read more once it is hidden, just highlight what you want to read and press CTRL+F6.

**Small Icons:** Universal Reader Plus gives you the choice of having small or large icons. To have small icons, place a check in the check box and for large icons, just remove the check from this check box.

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## Voice Settings

The system comes with 5 standard voices. You can change the voices at any time by clicking on the Voices Icon. This will open up the Voice Settings Window:



You can scroll through the list of voices until you find the one you want. As you select a voice, the voice will be read to you so you can hear what the voice sounds like.

Once you have selected the desired voice, you can adjust the rate by moving the first slide bar to the right for faster and left for slower. (You can also use your LEFT ARROW or RIGHT ARROW keys to adjust the slide). Select the Test button to hear what the new settings sound like. Both the Rate and Pitch can be adjusted from a -10 to 10, with 0 being the default. You only have to set the voice when you want to change. The system remembers you're last setting each time you start the system. Once you find a voice setting that you are comfortable with, you will rarely need to change it again.

Adjust the Pitch just like changing the voice rate. Moving the slider to the left will decrease the pitch, sliding it to the right increases the pitch (you can also use your LEFT ARROW or RIGHT ARROW keys to adjust the slide).

Select the OK button to close the window and save the changes. Selecting the Cancel button will close the window without saving any of the changes.

**From:** Use the From list box to selected which language you want to translate from and to if the web site you are on is in Spanish and you want to hear it in English you will want to select Spanish to English from the list box. Note if you are translating from one language to another you will need to have a voices that matches the language. For example you will want an English voice to read English and you will want a Spanish voice to read Spanish.

**Automatically Translate Text:** When this option is checked the selected text is translated, if it is not checked the text is not translated. Note: you must be connected to the internet to translate the text. The text is sent to the language server and then returned. On most networks this occurs almost instantly, for dialup you may see a small delay, usually less than a second.

**Always on Top:** If you want your Universal Reader Plus to always be “on top” of any program you are using, select this option with the mouse. Once you do this, the Universal Reader Plus toolbar will remain on top (e.g. it’s always visible) of any program you are using. You will also notice that the text changes to read “Not On Top”. Select it again to turn this option off.

**Not On Top:** When the menu item says “Not On Top”, this will allow the Universal Reader Plus to disappear behind the active program. You can bring it to the top at any time by holding down the ALT key and then pressing the Tab key until it becomes the active program. Once you have selected it, the text changes to “Always On Top”.

**Exit:** Exit shuts down the Universal Reader Plus. You can also shut it down by clicking on the X button in the upper right-hand corner of the toolbar.

## **Read**

To read something from your screen, all you need to do is highlight the text in the program you are using (e.g. word processing, a website, etc.). It could be an email or even a Help window within the program. You do not have to worry about pictures. Universal Reader Plus will simply bypass any pictures that might be included in any text. After highlighting the text, all you need to do is click on the Read icon.

## **Stop**

Click on the Stop button if the Universal Reader Plus is reading and you want it to stop. If you want to stop it temporarily, click on the Pause. If you click Stop and then Start, it starts all over from the beginning.

## **Pause**

Click on the Pause button to stop it from reading, but still hold its place. If you have clicked Pause and you want the reader to resume reading from where it has left off, simply click on the Read button.

## **Rewind**

The Rewind button will take you back to the beginning of the current information and start reading again.

## **Voices**

See Voice Settings earlier in this manual.

## **Summ – Summary**

The summary feature allows you to either read a summary of what you selected or read the entire article. When you see a green check on the Summ button, the summary is turned on. If there is a red X, then the summary is turned off. To turn it on or off, just click on the red X or the green check. To change it back, just click on it again.

## **Scan**

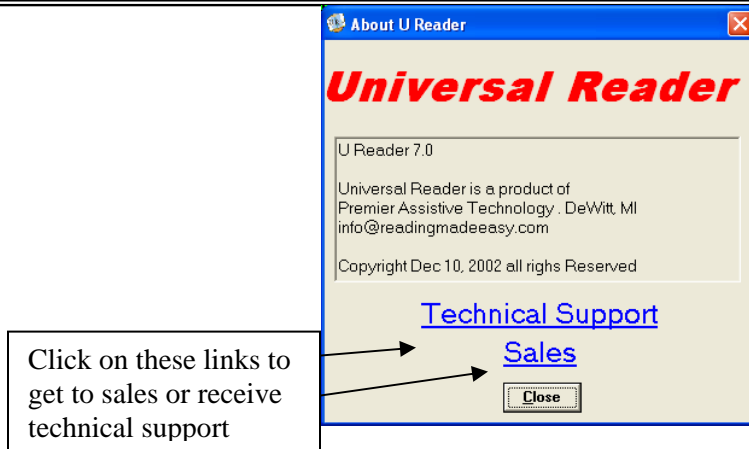
When you click on the Scan button, it will scan whatever you have on the scanner and will put it directly into your word processor.

## **Help**

Click on the Help icon to see the complete index of the Help file.

**Help:** Displays the Universal Reader Plus Help file.

**About:** Display information about your version of the Universal Reader Plus including the version number and links to technical support.



## The Talking Pointer

### *Talking Pointer*

The Talking Pointer is part of the Universal Reader Plus. The Universal Reader Plus was designed to be able to read anything you can select. It is very useful, but there are many occasions where there is no obvious text on the screen to select. The Talking Pointer was added to the Universal Reader, so not only can you select text to have something read to you, but now you can also point at anything and the Talking Pointer will read it!! With the combination of the features of Universal Reader Plus and the Talking Pointer, you can now read almost anything on your computer.

Simply turn on the Talking Pointer, point at almost anything and it will read it to you. For instance, if you want to “hear” a link on a website, point at it and it will be read to you. Point at an icon on your desktop and it will be read to you. Reading the Internet or emails has never been easier. Just point to a paragraph on a web page and the Talking Pointer will read the entire paragraph. If you want to skip to the next paragraph, just move your pointer to the next paragraph and it will start reading that one.

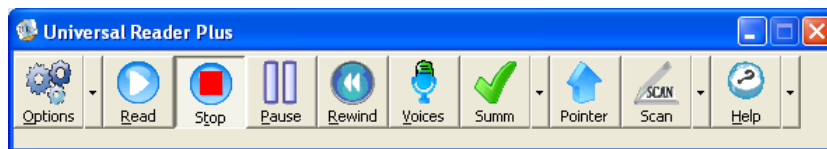
There is a built-in delay that represents the time you have to hold the mouse over something before it reads it to you. You can adjust this delay to your specific requirements and preferences. By creating this delay, the Talking Pointer will not read until you are ready for it to read. Traditional “screen readers” used by blind


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users, drone on and on and can be very confusing to a sighted user. With the Talking Pointer, it will only speak when you want it to. It is not one of these products were you have to “cut and paste” text before it is read. You just have to point. It does not get any easier that this!!

## Starting the Talking Pointer

There are two ways to start the Talking Pointer. First, you need to start Universal Reader Plus. For more information on starting the Universal Reader Plus, see “Starting the Universal Reader Plus” earlier in this manual. On the floating Universal Reader Plus toolbar,



you will see the Option icon  on the far left. On this Options button, you will see an arrow pointing down on the right-hand side of the button. Use your mouse to click on the arrow. This will open up a small menu.



On this menu, select the option called “Talking Pointer”. This will start the Talking Pointer. The Hot Key for starting the Talking Pointer is CTRL+F7. Either method will start the Talking Pointer.

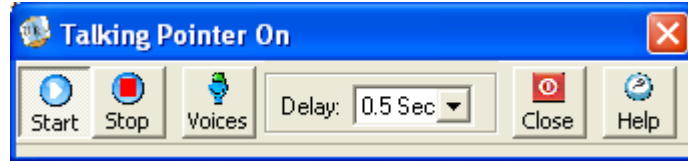
**Once the Universal Reader Plus is running, you can start the Talking Pointer at any time by pressing CTRL+F7. Or click on**

**the Pointer icon  on the toolbar**

## The Talking Pointer Main Window

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When you press CTRL+F7, the Talking Pointer control window will open. It is a small floating toolbar with only 4 buttons and one drop down list. The first two buttons are the Start and Stop buttons. If the Start button is depressed, the Talking Pointer will talk. If the Stop button is depressed, the Talking Pointer will stop talking. Click on the voice button if you want to change voices and the speed at which it reads. If you want to close the toolbar, click on the Close button. Note: Closing this window turns off the Talking Pointer. You must have this window open for the Talking Pointer to read.



### ***Turning the Talking Pointer On or Off***

You can turn the Talking Pointer on or off by clicking on the respective buttons or you can use the Global Hot Keys. No matter which application you are using at any time, you can turn on the Talking Pointer just by pressing CTRL+Right Arrow. To turn it off, press CTRL+Left Arrow. You can also turn off the Talking Pointer by selecting the Close button.

### ***Selecting a Voice***

If you want to change voices or the speed at which they read, click on the Voice button. To learn more about changing voices and voice properties, see “Selecting a Voice” earlier in this manual. Changing a voice from this window changes the voice for the Universal Reader Plus. The Talking Pointer uses the same voice settings as the Universal Reader Plus.

### ***Controlling the Voice – Delay***

The Talking Pointer is a true screen reader designed for the sighted person. Blind computer users need to hear everything on the screen. Often times, this gives the sighted person information overload. The Talking Pointer is different. It will only read where you point. Some people want the pointer to speak a lot while others may want it to speak only a little. To adjust the amounts it reads, adjust the delay. The delay is the amount of time you have to hold the mouse over something before it starts to read. The longer the delay, the less it reads. The

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shorter the delay, the more it reads. You can adjust the delay from .25 seconds up to 3 seconds.

## ***Pausing the Speaking***

If the Talking Pointer is reading and you want to stop, press the Pause key. This only stops the current text from being read. The next time you move your mouse it will start reading again.

## ***Closing the Talking Pointer Window***

The Talking Pointer will stop if you close the floating toolbar. To start the Talking Pointer again, you will need to press CTRL+F7. You can only use the CTRL+Right Arrow or CTRL+Left Arrow to turn the pointer on or off if the floating toolbar is running.

## ***Using the Talking Pointer***

The Talking Pointer can read anything in the overall Windows operating system if it is “tagged” properly. By tagging, we mean that the application has been designed and programmed to be fully accessible to other applications. You may discover that many applications are NOT yet accessible according to this definition. It will read the following:

- Icons and shortcuts on the desktop.
- Icons on the toolbars of programs.
- Message boxes.
- Links on web pages- do not click on a link, just point to it to hear it.
- Web pages – the pointer only reads a paragraph at a time. When you are done with a paragraph, just point at the next one to have it read.
- Alternate text- on web pages, developers put text behind pictures that describes the picture. This text is put there for blind individuals, so they will know what the picture is. Now you can hear the alternate text just by pointing at the picture.
- Word lists in spell checkers. When you select words in the list, each word can be read to you.
- Emails.
- Folder names and file names.
- Items in your system tray.

You must use the Universal Reader Plus to read the contents of Word documents.



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## Scanning

There are many times when you need to load an external hardcopy document quickly into your computer. The Universal Reader Plus is equipped to do just that. If you have a scanner attached to your computer, all you need to do is place a document on the scanner and click on the Scan button. The Universal Reader Plus will then take a picture of what you have on the scanner and convert it to one of 11 different file types. Once it is done, it will automatically open up the document you scanned and you can then read it with the Universal Reader Plus. It is that simple.

There are several settings you may want to change before your first scan. To access the scanner options, you will want to select the Down Arrow next to the Scanner icon.



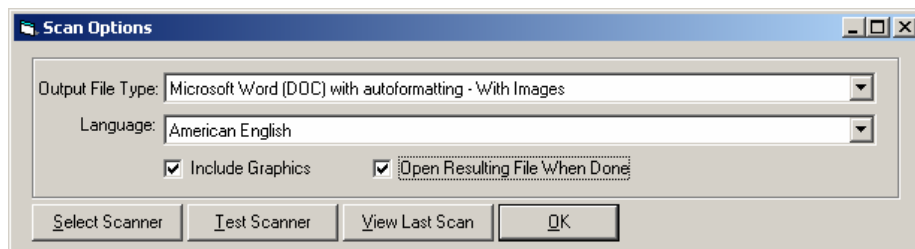
A drop down menu will appear. There are 3 items on this menu. They are Scan, Scan Options, and Reset OCR.

### Scan

The Scan option will get a document from your scanner. This is the same as clicking on the Scan icon.

### Scan Options

When you select the Scan Option menu, the Scan Option window will open. From this window, you can set the default output file type and language, select a scanner, test the scanner and view the image that the scanner made.



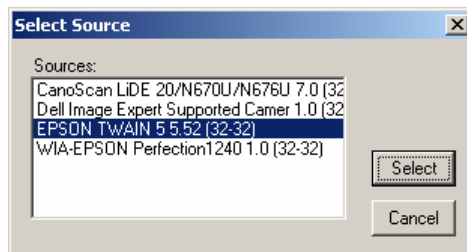
**Output File Types;** Universal Reader Plus can support 11 different file output types. See Appendix A for a detailed list.

**Language:** Universal Reader Plus can support 155 different languages from American English to Zulu. See Appendix B for a complete list of languages supported.

**Include Graphics:** If you want the graphics included in your resulting file, make sure this is checked. It will only include graphics if the output type selected supports graphics.

**Open Resulting File When Done:** When this check box has a check in it, the output file will automatically be opened. It is recommended that you leave this checked.

**Select Scanner:** If you have more than one imaging device (e.g. scanner) attached to your computer, you will need to select the one you want to use. If you do not select one, the Universal Reader Plus will use whatever you have as the default. Select this button to display a list of all image devices connected to your computer.



From the list, select the one you want and then select the Select Button. This will set that device as the default scanner.

**Test Scanner:** To test your scanner setting (including Output type, language and scanner), click on the Test Scanner button. You will want to make sure that you have something on the scanner to scan. The scanner will run and convert the document and display it on your screen. If your scanner does not run, you need to verify that it is connected to your computer and that it is turned on. You will also want to verify that it is working properly. You can often use the utilities that came with your scanner.

**View Last Scan:** To view the last scan, click on the View Last Scan button. This will display the picture generated from the scanner. If you are not getting good accuracy, you may want to look at this to see if the images are coming in clear from the scanner.

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## Summary – Auto Summary

The summary feature provides you with the option of reading the entire document or only a summary of the document. When the summary is turned on, it will automatically summarize whatever you have selected and read that. When it is turned off, the Universal Reader Plus will read everything just like it is selected.



The Auto Summary can be turned on or off by clicking on the Summ button.



When the button displays a green check

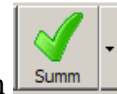


it displays a red X, Auto Summary is turned off.

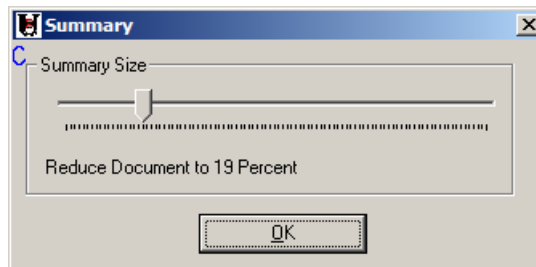
The Auto Summary feature summarizes the document to a percentage of the original document. You need to have a minimum of 1,000 characters, which is about 180 words or 2 to 3 paragraphs. When you select the text and then press CTRL+ F6 to read it, Universal Reader Plus will get the text, summarize it, and then start to read it. The percentage of the original document is displayed at the top of the view window before it starts to read the document.

### Summary Options

The percentage of summarization by opening up the Summary Option window.



This is done by selecting the Down Arrow next to the Summ button. Select the Down Arrow and a menu will open. Click on the menu with the left mouse button to display the options.



Adjust the slider to the desired percentage and then select the OK button. The OK button will close the window and save the changes. These changes will stay in effect until you change them again.

## **Appendix A File Formats**

**Universal Reader Plus supports the following Output Formats:**

### **Straight Text (No formatting or images)**

- ASCII (Windows TXT) - No Images

This is a “universal format” that can be used with all word processors including Microsoft Word, Word Perfect, and Word Pad.

- RTF with auto formatting, table encoding - With Images
- RTF with word and paragraph formatting maintained, table encoding – With Images
- Body Text RTF - No Images

### **Browser Accessible Document**

- HTML with word and paragraph formatting maintained - With Images
- HTML Body Text - No Images

### **Microsoft Word Compatible Documents**

- Microsoft Word (DOC) with auto formatting – With Images
- Microsoft Word (DOC) with word and paragraph formatting maintained - With Images
- Body Text Microsoft Word (DOC) - No Images

### **Excel and Spreadsheet Compatible Documents**

- Excel Clipboard – No Images
- Excel for Windows (\*.CSV file) – No Images