

quick reference guide E-Text Reader


















Great for reading text from a text document
(i.e. .doc, .rtf, .html)

Main Tool Bar



- 1 Open a file 2 Save a file 3 Voice Options 4 Read a File 5 Stop Reading 6 Create Summary
7 Find Text in Doc 8 Insert Bookmark 9 Highlight Text 10 Highlight Color 11 Extract Text
12 Move to Prior Bookmark 13 Move to Next Bookmark 14 Magnify View Size 15 Help

Details

 Open	Click on the Open button to open a file.	 Summ	Click on the SUMM button to create a summary of the document.	 Extract	Click on the Extract button to extract highlighted information.
 Save	Click on the Save button to save a file.	 Find	Click on the Find button to find specific text in a document.	 Prior	Click on the Prior button to move to the previous bookmark.
 Voices	Click on the Voices button to change the voice options.	 Mark	Click on the bookMark button to add a bookmark to the document.	 Next	Click on the Next button to move to the next bookmark.
 Read	Click on the Read button to begin reading.	 Highlight	Click on the Highlight button to highlight selected text.	 Zoom	Click on the Zoom button to enlarge or decrease the view size of a document.
 Stop	Click on the Stop button to stop reading.	 Color	Click on the Color button to determine the highlight color.	 Help	Click on the Help button for additional help.

To Read

Open a file.



OR

Cut and paste text into E-Text Reader.

Place the cursor where you would like to begin reading.

Click on the Read button.



To Insert Bookmarks

Place cursor where you want to insert a bookmark.



Click on the Mark button.

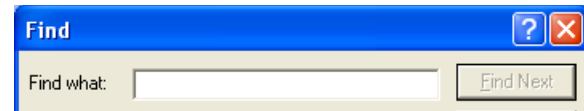
The **ß** will appear at the place you mark.

Use the Prior and Next buttons to move from one bookmark to the next.



To Find Text in a Document

Click on the Find button.



In the Find dialog box, type in the word or partial word you want to search for.

To Highlight Text

Choose the highlight color.



Select the text you want highlighted.

Click on the Highlight button.



To Summarize

Select text to be summarized.

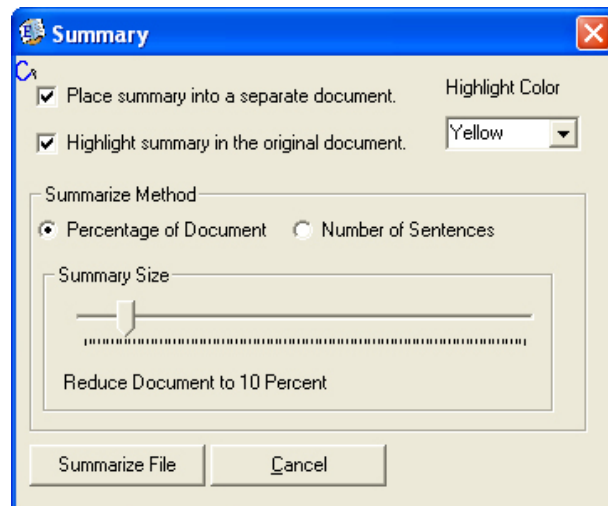
(CTRL + A selects all text.)

Click on the Summ button.



Slide pointer to adjust percentage of the reduced document size.

Click on Summarize File.



To Extract Highlighted Text

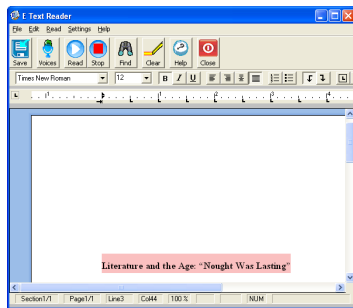
Click on the Extract button.



Choose the colored text to be extracted.

Click Extract.

Wait while E-Text Reader extracts the highlighted text and places the information in the E-Text Reader Extract window.

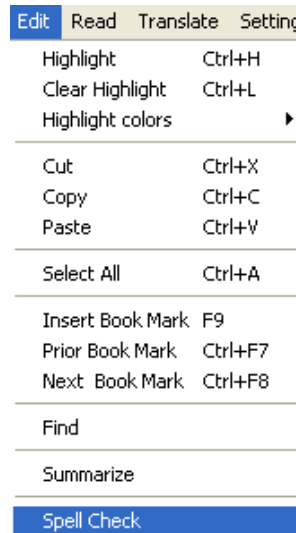
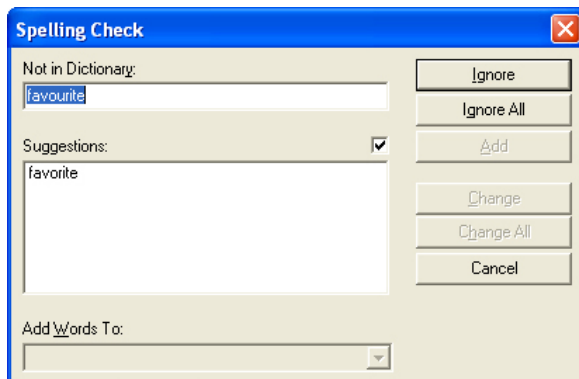


To Spell Check a Document

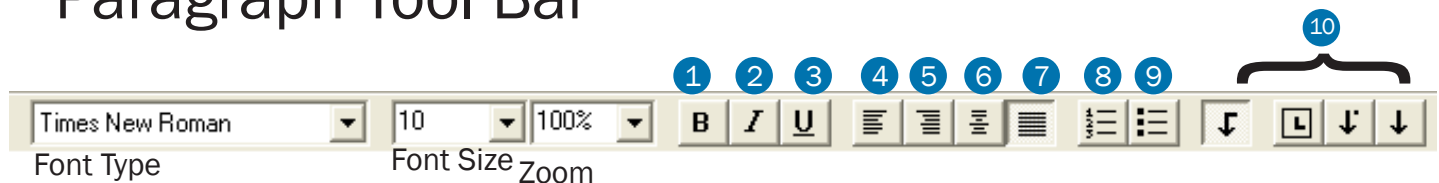
From the Edit drop down menu, select Spell Check.

The spell checker will identify misspelled words and may offer suggestions.

If the correct spelling is suggested, select it.



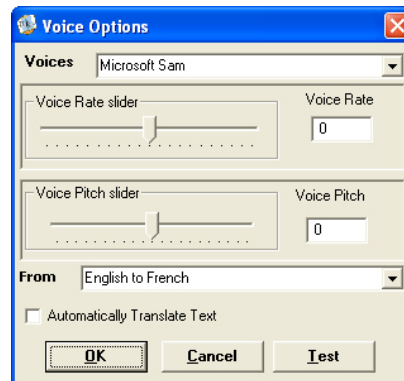
Paragraph Tool Bar



- 1 bold 2 italic 3 underline 4 left justify 5 right justify 6 center
7 fully justify 8 number 9 bullet 10 tab stops

To Select Voices

Select voice from Voices dropdown menu.
Select voice rate (speed).
Select voice pitch.
Select OK.

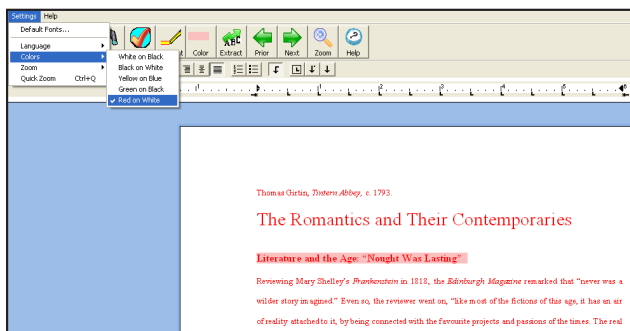


Hot Keys

Open	CTRL + O	Add Bookmark	CTRL + B
Save	CTRL + S	Zoom	CTRL + Z
Close	ALT + F4	Help	F1
Extract Highlights	F3	Cut	CTRL + X
Copy	CTRL + C	Paste	CTRL + V
Select All	CTRL + A	Quick Zoom	CTRL + Q
Insert Bookmark	F9	Add Bookmark	CTRL + B
Read	F6	Stop Reading	F7
Spell Word			Left/Right Arrow
Highlight Selected Text			CTRL + H
Move to Prior Bookmark			CTRL + F7
Move to Next Bookmark			CTRL + F8
Read a Word at a Time			CTRL + L/R Arrow

To Change Color Scheme

Select Colors from the Settings drop-down menu.



Help

Click on a topic to watch the instructional videos!

